Records management in organisations for Sustainable Development: An overview

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Abstract

This paper focuses on an overview of records management in organisation for sustainable development. The organisation can be of different type. The paper highlights the meaning of records as documents that contain information about individuals or organisation's transactions. It presents the records management as the activities carried out from the creation to the disposal of the records carried out in efficient and effective way. It presents the types of records created in the organisations, which include minutes of the meeting, pictures, reports, letters, calendars, certificates, registers to mention but few. The paper contains the records management stages such as creation, storage, use and disposal of the records. It highlights the place of records management in carrying out organisational activities, such as planning, monitoring, meeting, rewarding, punishment, reporting among others indicating that records management is an important tool in carrying out organisational activities for sustainable development. The activities include meeting, examination, matriculation, convocation, wedding among others. Records are expected to be managed based on professional guidelines.It is concluded that records management is an important tool needed in order to carry out the activities in the organisation. This is irrespective of the type, environment among others of the organisation. The records management helps in carrying out activities including planning, monitoring, meeting, rewarding, punishment, reporting among others in the organisation. Appropriate records management helps in carrying out activities such as planning, monitoring, meeting, rewarding, punishment, reporting among others in the organisation. This is because the records kept in the organisation contain information, which is needed in order to carry out decision in the organisation. Therefore, in any organisation, irrespective of the type, proper records management using appropriate guidelines, technologies among others, helps individuals and oganisations to improve their records management systems, in order to achieve sustainable development.

Introduction

Records management is very important to the facilitation of achieving sustainable development in the organization. It helps in carrying out organisational actitivities. The activities include planning, monitoring, meeting, rewarding, punishment, reporting among others. Records are needed in order to carry out the activitites. Such records should be located for their use if the need arises. The University of Northern British Columbia (2021) indicated that individual is expected to locate email, documents or information when the needs arise. These records can be used for decision making by individual or organisation. This is because the information from the records is used to guide the individual to make the decision. The records are expected to be managed in efficient and effective way from creation to disposition in order to keep them for future use (Read and Ginn, 2016). The management is carried out in stages. They include creation, maintenance and disposition. This is irrespective of the environment among others of the organisation. The records management helps in carrying out activities including planning, monitoring, meeting, rewarding, punishment, reporting among others in the organisation. This is because the records contain information, which is needed in order to carry out decision in the organisation. The changing laws, technologies and the needs of an increasingly interconnected world makes individuals and organisations to improve their records management systems in recent decades. This involves the application of information and communication technologies in the managing the records. Tyrocity (2021) maintained that the records management stages include creation, storage, use and disposal of the records.

Record management helps in the maintenance of records of organization. It is very important way of control of records in the rganisation. It starts from creation to disposion of records. It involves systematic maintainance of records for future use. Records management

involves activities designed to control the life cycle of a records irrespective of the type in the organisation. Through efficient and effective records management activities, the sustainable development of the organisation can be achieved.

Meaning of records

Records are documents that contain information about individuals or organisation's transactions. The documentscan be in the form of paper, electronic etc. They are created in the course of transactions or activities. The activities can be meeting, examination, matriculation, convocation, wedding among others. The records are located from the storage areas if the information they contain is needed. Records are expected to be kept systematically from creation, capture, securing, storage and preservation for as long as they are needed. When they are not needed, they are destroyed (The University of Northern British Columbia, 2021). Records should be managed properly. This is because proper management of the records for their use helps in achieving organisatonal sustainable development.

Records management

Records management involves the activities carried out from the creation to the disposal of the records carried out in efficient and effective way in order to achieve sustainable development. The activities are many. They include creation, distribution, use, maintenance and dispositon. Read and Ginn (2016) maintained that records are managed from the stage of creation to the disposition. The creation serves as the first stage of records coming into existence and the disposition as the last stage. Tagbotor, Adzido, and Agbanu (2015) maintained that organization, which can be public or private needs to record its activities in order to create records of the activities. Record management is central to all organizations. They should be managed efficiently. Without efficient management of the records, it will be difficult to conduct

business, to account for what has happened in the past or to make decisions about the future. This is because they are vital organisation's assets and are required to provide evidence of action and decisions. Records management should facilitate information flow throughout the organization in such a way that it can be used where it is needed. This can easily be achieved through good records management system, where by the records created are maintained effectively for future use in order to facilitate information access from them for decision making to achieve sustainable development.

Types of records in organisation

There are different types of records created in the organisation irrespective of its type. These records are needed in order to achieve sustainable development. These records are called documents (The University of Northern British Columbia, 2021). They include:

1. Minutes of the meeting: These are the records that are generated in the course of the meeting. In this case, the secretary engages in writing down what is being discussed. The records createg in this process are called minutes of the meeting.

2. Pictures: These are records that contain information about person, place, programme etc. They are created in order to use the information they contain. Pictures can be created by individual or organisation in order to use them for historical, evidential and other needs.

3. Reports: These are records about action carried out by individual or group. Theya are created in order to use the information they contain for decision making.

4. Letters: These are records that contain information about person, action etc. They are of different types. The inculde appointment letters, letter of request, admission letter among others. created by individual or organisation as a means of communication.

5. Calendars: These are records about time and programmes that will be carried out by individual or organisation. They are created based on days, weeks and months.

6. Certificates: These are records about examination, birth, recognition among others. they are issued to individual or organisation. They are records that are used to make decision.

7. Registers: These are records that contain information about names, time, action among others. They are created in order to use their information for decision making. Registers can be of different types. They can be school, programme among others.

8. Receipts: These are records that contain information about finance. They are created in order to use the information they contain. They can be created by individual or organisation in order to use them for evidence of transaction.

9. Maps: These are records about places, including the structures found in the places. They are of different types. They can be World , continental, contry, state and local environment. The information from the maps is used to identify and locate a particular place.

10. Posters: These are records that contain information about person, place, activity among others. They are created in order to use the information they contain. Posters are created by individual or organisation in order to use them for reference purpose.

11. Circulars: Circulars are records that contain information about a particular issue. They are used to communicate to the people. They are created if the needs arise.

12. Cards: Cards are records that contain information about person, action among others. They are of different types. They can be identification cards, invitation card etc.

Stages of records management in organisations

Records management for sustainable development in any organisation is a continous process. It starts from creation to the disposition stage. Read and Ginn (2016) indicated the records management stages as follows:

1. **Creation of records**: This is the first stage of records management. It is very important in records management. In this stage, records are either created internally in the organization or externally received from another organization.

2. **Distribution of records**: This is the second stage of records management. Here, the records are shared for their use.They are shared to target users through many means. The means include notice board, social media, among others.

3. **Use of records**: This stage involves retrieving and interpreting the information in the records. The recods are used for many purposes. they include administrative, fiscal, historical among others.

4. **Maintenance of records**: This is the stage of records management, involving the main activities of the records management. The activities include filing, labelling, storage, preservation among others. It this stage, the records are kept in a safe area, where they are protected. They are stored in box, cabinet, drawer etc., for future use.

5. **Disposal of records**: This is the last stage of record management. Tyrocity (2021) indicated that here, records are either destroyed or archived. The destruction can be in the form of burning, burying, shredding etc., and the archiving can be to individual or institutional repository.

The place of records management in carrying out organisational activities for sustainable development

Records management is an important tool in carrying out organisational activities for sustainable development. The activities include meeting, examination, matriculation, convocation, wedding among others. Records are expected to be managed based on professional guidelines. International Council on Archives (2016) maintained that records management guidelines are established to guide individuals and organisations to manage their records in efficient and effective way. This is irrespective of the type of the organisation. The guidelines can be used to *d*evelope a records management frame for organisations to help in identifying records management requirements, setting up records management systems, developing a records management policy, supervision practices, training of members and staff and making arrangements for archival records in order to achieve organisational sustainable development. Government Records Service (2011) indicated that records management involves the total activities which an organization carries out to properly keep its records. These activities includes planning, advertisement, monitoring, meeting, rewarding, punishment, reporting among others. records are needed in order to carry out these activities. This is because of the information the records contain, which is critical in decision making. Records management is expcted to be carried out in line with the changes in the organisation. Access Storage (2019) indicated that the changing laws, technologies and the needs of an increasingly interconnected world make individuals and organisations to improve their records management systems in recent decades.

The introduction of computers into the business in the 1970s has affected the records management. With computer, records can easily be created. The records created using computer can be kept in the computer, compact disk, digital versatile disk, flash and other. Also, the

records can be preserved virtually. Access to these records is carried out electronically. This is because they are eletronic. This involves the application of information and communication technologies in the creation, distribution, maintenance, use and disposal of the records in an appropriate way in order to achieve organisational sustainable develpoment.

Conclusion

It is concluded that records management is an important tool needed in order to carry out the activities in the organisation for sustainable development. This is irrespective of the type, environment among others of the organisation. The records management helps in carrying out activities such as planning, monitoring, meeting, rewarding, punishment, reporting among others in the organisation. This is because the records contain information, which is needed in order to carry out decision in the organisation. Proper records management using appropriate laws, technologies among others, helps individuals and oganisations to improve their records management systems, in order to achieve sustainable development.

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