

Record Planning and Storage as Essential Tools for Effective School Management: An Empirical Evidence

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Abstract

The study investigated the impact of record planning and record storage on effective management of senior secondary schools in Sokoto State, Nigeria. The study was guided by two research questions and their corresponding null hypotheses. The study adopted a descriptive survey design. The population of the study was 3,960, comprising of 222 principals, 444 vice principals, 2,406 teachers and 888 PTA officials in all the public secondary school in Sokoto State. A sample of 349 respondents was selected and a self- designed questionnaire titled 'Impact of Record planning and Storage on the Management of Secondary Schools in Sokoto State' (IRPSMSS) was used for data collection. The instrument was validated and 0.91 was obtained as content validity index. The questionnaire was pilot-tested and internal consistency reliability of 0.92 was obtained. Mean and Standard Deviation was used to answer the research questions, while Pearson Product Moment Correlation Coefficient was used to test the hypotheses at 0.05 level of significance. The findings revealed that both record planning and storage have significant impact on the management of Secondary Schools in Sokoto State, Nigeria. It was thus concluded that record planning and storage are essential tools that enhance effectiveness in the management of public secondary schools. It was therefore recommended that governments at all level should positively intensify record planning and storage in secondary schools to improve the extent of management effectiveness. Principals should also consider and improve record planning and storage in their schools for proper information management.

Keywords: Record, Planning, Storage, Management, Secondary-school

Introduction

Records are the documented information generated, collected or received in the initiation, conduct or completion of an activity and that comprises sufficient content, context and structure to provide proof or evidence of the activity. Specifically, Agbo (2021) defined record as a unified, comprehensive collection of documentation concerning all services provided to a student which may include intake information, evaluation(s), assessment(s), release of information forms, individual learning plan, all written notes regarding the student, all collateral information regarding the student .Records are important aspects that are needed for effective functioning of a school as they are well needed

for proper decision making in schools (Agumya-Asbuny,2019).Since records are valuable and act as the backbone of every organization they should be handled and organized in good manner as they are potential for providing evidences and accountability for school administrative, financial, and academic functions (Ibura, 2011).

Record planning entails projecting in strategic term the kinds of record documents that should be provided, preserved and kept in an organization including educational ones. In other words, the concept involves creating action or arrangement about that combines the tactics, strategy and policies (Mabera, 2019). These actions will take place over specific times with specific resources levels and within specific center of responsibility. This method deals with the arrangement of records and files into different groups basing on their subjects so as to make sure that all records are logically arranged. In this case the logical arrangement of files appears to be central so as to ensure that all files should remain in their specific places for easily retrieval (Rose Ngozi Amanchunkwu, 2015).After planning has been determined and files have labeled, files should be arranged accordingly and be kept in a filing cabinet drawer, therefore after files have been properly placed in to the cabinets all files should be clearly labeled so as to be able to differentiate them from one another, (Nwachunkwu Prince Ololube,2015).

Record storage is a systematic process of securing and keeping document, file or information intact, it entails securing record from unauthorized access, tempering, deletion or loss. Record is stored for as long as they are needed for fiscal, legal, research or administrative purposes among others. Dampson and Eshun (2018) noted that it is imperative for a manager to store records in media that ensure that their usability, reliability, authenticity and preservation for as long as user need them. Record storage is defined by Rogerst (2018), as any document that or other source of information compiled or recorded or storage in written form or on a film or in any other manner. Official records must be captured on official file in formal records management system or in an approved digital record management system. Record storage refers to the equipment and systems used to file records during their useful lifetime in an organization (Shehu, 2019). The author further maintains that record storage is essential for managing records because it ensures that records are secure and accessible for long as users need them. Olowole, (2019) also pointed out that record storage can be stored in to two forms namely: manual and electronic forms, furthermore the authors stressed that manual

storage practice involves keeping this record in form of printed material in files, shelves or drawers, while electronic practice involves keeping records in electronic devices such as computers and flash drives among others.

Record planning and storage have a greater influence on School Management. This suggests the planning and arrangement of records and files into different groups based on their subjects so as to make sure that all records are logically arranged. In this case the logical arrangement of files appears to be central so as to ensure that all files should remain in their specific places for easy retrieval (Rose Ngozi Amanchukwu, 2015). Record storage is a systematic process of securing and keeping documents, files or information intact, it entails securing records from unauthorized access, tampering, deletion or loss (Nwachukwu Prince Ololube, 2015).

Researchers have carried out various studies to examine different variables of records for instance, Odeniyi and Adeyanju, (2020) carried out a study with the purpose of assessment of school record management in secondary schools in federal capital territory Abuja. The descriptive research design was used for this study. The population was drawn from ten (10) secondary schools in federal capital territory Abuja. The instrument for data collection was a questionnaire. A sample size of eighty (80) respondents from schools was used. Simple percentage was adopted in analyzing the research question while chi-square was adopted in analyzing the hypotheses. Research findings revealed that various school records that are currently kept in secondary schools include; admission and withdrawal register, logbook, attendance register, school time table, diary, visitors' book, exam records, time movement book and a host of others. This is in line with the view of Olubebe (2013) which highlights the kind of records kept in schools. The results also revealed that school records are not properly kept as most of the seemingly kept records are not properly and effectively kept. This is in agreement with the view of Chifwepa, (2014) which opined that poor record keeping can be linked to policy summerrault. Results also unveiled some strategies for improving on school records management in schools which include: timely supply of relevant school records, making funds available for record keeping purpose, training of personnel who keep records on a daily basis in school and finally providing proper back-up devices for school records. This is equally in tandem with the assertion of (Olubebe, 2013).

Oluwole and Dondo (2015) carried out a study on record keeping and effective management of secondary schools in zone B Senatorial District of Benue State, Nigeria. The study adopted the survey research design. The population of the study comprised of 3704 teachers from 232 public and private secondary schools in Zone B Senatorial District of Benue State Nigeria. A sample of 370 out of 3704 teachers representing 10% of the total number of teachers was randomly selected from 23 out of 232 secondary schools representing 10% for the study. Simple random technique was adopted to select the sample size because the population was homogeneous. A 10-item structured questionnaire was used for data collection. The data collected were analyzed using descriptive statistics of mean and standard deviation to answer research questions while the chi-square (χ^2) test of goodness of-fit was used to test the hypotheses at 0.05 level of significance. The first finding of this study revealed that historical records have significant impact on information dissemination in secondary schools in Zone B Senatorial District of Benue State, Nigeria. This finding is in agreement with the views of Adeyemo (2001) who opined that announcement book is a record book that records all the important announcements of the school. It is kept by the principal as evidence that all essential announcements get to the teachers in the school. Announcement book is very essential in the management of secondary schools. Similarly, Nwagwu (2007) stated that announcement book serves the school administrator very useful purposes. This is because, there are some pieces of information which the school administrator may want his teacher only to know. Such information is therefore not made available during school assembly but is written in the announce book and circulate among members of staff only. It is therefore safe to conclude that announcement book provides effective communication system in the school. The second finding of the study revealed that financial records have significant impact on accountability in secondary schools. This finding is in consonance with the opinion of Eno (1998) who maintained that the information in the school fees register helps the school administrator to avoid sending a learner home in error when they have paid their school fees and also make the process of accountability easier. The register also aids parents and guardians who are in doubt of school fees status to get clarification. It also reduces corrupt and sharp practices. To crown it all, the school fees register provides information even when receipts are not available even as it aids the school head to know how many students that have paid their school fees as well as financial position of the school.

Similar in support to the finding, Eno, (1998) stated that financial records deal with the management of schools' money.

Statement of the problem

With respect to the significance of record planning and storage in schools for the achievement of the aim of school creation, it was observed that these records were not adequately managed by the school administrators. Despite the main purpose of record keeping in the school system, the management of records in secondary schools in Nigeria still left much to be desired for effective administration. This suggests that school record planning and storage management practice in Nigeria has a number of issues. Based on these facts, it is glaring that a problem exists and this is the concern of this study. In spite of government policies, laws, regulations and public service schemes, it requires that both public and private schools should keep the school records for both teachers and students, but there are still many schools which are not able to keep and manage school records hence may result to the lack of sensitive records. The failure of school management to provide some records to support teachers and other stakeholders for their employment claim and failure of students to get their sensitive records on time such as academic certificates, as well as continuous assessments records have raised some questions among the researchers whether the school managements keep school records, (Nice Ephraim Ngasala, 2015). This research therefore seeks to examine the extent to which record planning and storage influence effective management of public secondary schools in Sokoto State Nigeria.

Research Questions

The study seeks to answer the following research questions:

1. To what extent does record planning affect the Management of Senior Secondary School in Sokoto State?
2. To what extent does record storage affect the Management of Senior Secondary School in Sokoto State?

Research Hypotheses

The following null hypotheses are tested at 0.5 level of significance:

Ho1: Record planning has no significant impact on the Management of Senior Secondary School in Sokoto State.

Ho2: Record storage has no significant impact on the Management of Senior Secondary School in Sokoto State.

Methodology

A descriptive survey research design was adopted for the study. According to Nwagwu (2007), descriptive survey design is one of the best designs for describing situation without manipulation. The population of the study comprised of 3,960 subjects which are made up of all the 222 principals, 444 vice principals, 2,406 teachers and 888 PTA officials of all the 222 public senior secondary school in Sokoto State. The researcher first determined 349 as the sample size of the population as guided by Research Advisor (2006).The instrument used for data collection was a self-designed questionnaire titled “Impact of Record Planning and Record Storage in the Management of Senior Secondary School in Sokoto” (IRPSMSS). The questionnaire consisted mainly of close-ended structures which required the respondents to tick their best option and structured on three-point scale i.e. A= Agreed, D= Disagreed and C= UD Undecided. Descriptive statistics of frequency counts, percentages, mean and standard deviation were used to answer research questions, while inferential statistics (Pearson product moment correlation co-efficient) were used to test the research hypotheses at 0.05 level of significance.

The Results

Results of the study were presented based on research questions and hypotheses accordingly as follows:

Research Questions One: To what extent does record planning affect the Management of Senior Secondary School in Sokoto State?

Responses with regards the above research question are presented in Table 1. as follows:

Table 1: Record Planning as it affects the Management of Secondary Schools

s/n	Variables	Freq.	Rate	\bar{x}	SD	Extent
1	Record planning	310	90.10%	2.702	.30566	High
2	Management of Secondary School	305	88.55%	2.656	.08273	High

Source- Field Survey (2024)

The presented data in table 1, shows the effect of record planning on Management of Secondary Schools. The result revealed that record

planning was rated 90.10% with frequency of 310, mean scored of 2.702 and Standard Deviation of 0.30566, indicating that the extent to which record planning influences the management of secondary schools in Sokoto State is high. This is understood from the statistical figures where the management of secondary schools was rated 88.55% with frequency of 305, mean scored of 2.656 and Standard Deviation of 0.08273. Thus, the extent of record planning was rated higher than the extent of Management of Secondary Schools in Sokoto state, Nigeria (record planning mean scored (2.702) >Management of Secondary Schools mean scored (2.656). Therefore, record planning may affect the Management of Secondary Schools in Sokoto State.

Research Question Two: To what extent does record storage affect the Management of Senior Secondary Schools in Sokoto State?

Information with regards the above research questions are presented in table 2 as follows:

Table 2: Record Storage as it affects the Management of Secondary Schools

s/n	Variables	Freq.	Rate	\bar{x}	SD	Extent
1	Record Storage	307	89.33%	2.682	.38033	High
2	Management of Secondary School	305	88.55%	2.656	.08273	High

Source- Field Survey (2024)

The presented data in table 2, shows the extent of record storage and Management of Secondary Schools. The result revealed that record storage was rated 89.33% with frequency of 307, mean scored of 2.682 and Standard Deviation of 0.38033, indicating high extent of record storage in Secondary Schools in Sokoto state, Nigeria. Management of Secondary Schools was rated 88.55% with frequency of 305, mean scored of 2.656 and Standard Deviation of 0.08273, indicating high extent of Management of Secondary Schools in Sokoto state, Nigeria. Thus, the extent of record planning was rated higher than the extent of Management of Secondary Schools in Sokoto state, Nigeria. Record storage mean scored (2.682) >Management of Secondary Schools mean scored (2.656). Therefore, record storage may affect the Management of Secondary Schools in Sokoto State.

Null Hypothesis One: Record planning has no significant impact on the Management of Senior Secondary Schools in Sokoto State.

Table 3: Impact of Record planning on the Management of Secondary School

SN	Variables	N	\bar{x}	SD	DF	Chi-Square value	P-value	Decision
1	Record planning	344	2.702	.30566				
2	Management of Secondary School	344	2.656	.08273	12	339.015 ^a	.000	Ho1 Rejected

Alpha level = 0.05

Table 3, reveals the number of participants (n) = 344, and a Chi-Square value= 339.015a and P-value of .000. Testing the hypothesis at alpha level = 0.05. The P-value is greater than alpha value, .000 < 0.05. Hence the null hypothesis which states that Record planning has no significant impact on the Management of Senior Secondary Schools in Sokoto State is rejected. Therefore, there is record planning has significant impact on the Management of Secondary School. This means that the record planning has the potential to enhance effective management of Secondary School in Sokoto State, Nigeria. By implication, it means that Record planning leads to effective Management of Secondary Schools in Sokoto State, Nigeria.

Null Hypothesis Two: Record storage has no significant impact on the Management of Senior Secondary School in Sokoto State.

Table 4: Impact of Record storage on the Management of Secondary School

Variables	N	\bar{x}	SD	DF	Chi-Square value	P-value	Decision
Record storage	344	3.8639	.70571				
Management of Secondary School	344	2.656	.08273	16	271.593 ^a	.000	Ho2 Rejected

Alpha level = 0.05

Table 4, reveals the number of participants (n) = 344, and a Chi-Square value = 271.593a and P-value of .000. Testing the hypothesis at alpha level = 0.05. The P-value is greater than alpha value, .000 < 0.05. Hence the null hypothesis which states that Record storage has no significant impact on the Management of Senior Secondary Schools in Sokoto State is rejected. Therefore, there is significant Impact of Record storage on the Management of Secondary School. This means that the Record storage enhance the Management of Secondary School in Sokoto State, Nigeria. By implication, it means that Record storage leads to the effective Management of Secondary Schools in Sokoto State, Nigeria.

Discussion

Findings from the first research question suggests that the extent to which the record planning affects the management of secondary schools in Sokoto State was high. Equally, findings from the first hypothesis indicate that record planning has a significant impact on the Management of Secondary Schools in Sokoto State, Nigeria. These findings are in line with that of Eseoghene and Oghenevwogaga (2021) who established that school records keeping has significant influence on school financial Management in secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria. This suggests that school heads must imbibe the culture of record planning for them to achieve effective management of their schools.

Findings from the second research question indicated that the extent to which the record storage affects the management of secondary schools in Sokoto State was high. Similarly, the second hypothesis of the study revealed that record storage has a significant positive impact on the Management of Secondary Schools in Sokoto State, Nigeria. The finding was in line with Udofia and Ikpe (2012) who said that school records have greater influence in the management of school financial records in secondary schools because they give details of all financial transaction and expenditure as such there is transparency in schools management, facilities, resources, materials, equipment among others. This implies the need for school managers to be storing their records carefully for them to be able achieve effective management of their schools

Conclusion

Based on the findings of the study it was concluded that record planning and storage are essential for effective school management as they have significant positive effect towards that. Therefore all hands must be on deck to ensure proper planning and storage of records for effective management to be met in all the secondary educational systems in the State.

Recommendations

Based on the findings and conclusions from this study the researcher recommends that:

1. Government at all level should positively intensify record planning in secondary schools to improve the extent of effective management, so that to meet up with current challenges.
2. Principals should consider and improve record storage in secondary schools and its techniques in handling them to improve their management of their schools.

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