

Record Management Behaviours and Information Dissemination among Academic Staff towards Academic Legacy in Tertiary Institution - Lagos State University of Science and Technology Under Study

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ABSTRACT

Academic staff in tertiary Institutions has no doubt contributed greatly to knowledge base. Despite their involvement in building human and knowledge-base of our society, most of their efforts and past works are not well organised for future referencing and legacies. Many researches, findings, studies, and practical have been thrown and misplaced due to poor record Management behaviour in our academic environment. This have in no small measure affected the human and knowledge development, where experienced academic staff leave the world with all experiences and knowledge without proper management of academic collections, due to poor records management. The study through further review of peer-reviewed literature and quantitative approach, tends to investigate how records management serves as great tool for proper records management for information dissemination and academic legacy. To achieve this, three objectives were formulated, three corresponding relevant research questions and one null hypothesis were also formulated. Survey research design was adopted with administration of structured questionnaire, One hundred and fifty (150) respondents appropriately filled and returned the questionnaire which was used as the sample size for this study. Based on findings of this study, the study recommended among other things that. Electronic filing system should be encouraged for records so that information can be retrieved quickly when needed

Keywords: Record management, information dissemination, Academic Staff, Academic Legacy

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Introduction

Record management is crucial to all organization, unless records are managed efficiently, it is not possible to conduct business, to account for what has happened in the past or to make decisions about the future. Records are vital corporate asset and are required to provide evidence of action and decisions. Any organization established, public or private need to document its activities and this can only be done by creating records. Records contain information relating to organization's activities captured in reproduction from during the organization course of administration. Records display and confirm the decision taken, the actions carried out and the results of such actions, they support policy formation and management decision making. it protects the interest of the organization, the right of the employers, clients' citizens and help the organization to conduct its business and deliver its services in consistent and equitable ways (Langemo, 1994).

According to Kennedy (1994). Without proper information, a decision maker is never certain about the outcome of her decision and since the record management is the concern information, must flow throughout the organization in such a way that it can be tapped where it is needed. This can be possible in the presence of a good records management system. In Higher education institutes such as universities, there has been challenges on keeping their academic records and relevant digital contents especially among experienced academic staff (Yanosky 2009; Samsudin 2015; Samsudin et al. 2014). Though, many universities now use specific software applications for their effective mechanism in records management. The effective provision of enterprises records management (ERM) software for managing records especially for maintaining research activities and academic records and for legacy purposes. This is of paramount importance to meet up the complex criteria outlined by the university.

The researchers observed some gaps in this content an tend to fill the gap through this study by observing the record management behaviour in Lagos State University of Science and Technology, understudying some experienced selected academic staff. The objectives in this study are:

- to investigate records management behavior portray by academic staff in Lagos State University of Science and Technology
- to know the level of information dissemination among academic staff of Lagos State University of Science and Technology
- to establish the academic legacy through records management behavior in place by Academic Staff of Lagos State University of Science and Technology

To achieve these objectives, the following research questions will serve as the guide to this study;

- What are the records management behaviour portray by academic staff in Lagos State University of Science and Technology?
- What are the levels of disseminating information in Lagos State University of Science and Technology?
- What are the academic legacies provided by experienced academic staff in Lagos State University of Science and Technology?

For the study, a null hypothesis was formulated as follow: Record management behaviour does not determined the academic legacy in Lagos State University of Science and Technology This study is structured as follows; Section one is the introductory aspect of the paper, Section two discussed the conceptual review through relevant literature while section three is devoted to the method adopted in the study. Section four contained the results of discussion and section five is the conclusion and recommendation.

2. CONCEPTUAL AND RELEVANT LITERATURE REVIEW

2.1 Concept of Record

We cannot discuss record management without fully explore the record itself. A record can be defined either in terms of the physical tangible format in which it appears, or in terms of the information it contains. It must be noted that records differ in format or size and have different contents, according to Yusof & Chell (1998), any definition of records is a pragmatic one. The definition change with the passage of time and as the profession gets involved in more complex issues.

Langemo (1995) defines record as the memory of the organization, the raw material for decision- making and the basis for legal defensibility. A record is viewed by Penn, Pennix & Couson (1994) as any information captured in reproducible form that is required for conducting business. Roberts (1998) states that records are information created, collected or received in the initiation, conduct or completion of an institution or personal activity. Based on the above definitions, the concept record can be defined as the product of the business activity through which the performance of employees can be measured and thus enforce accountability. It is created or received by employees as evidence during their normal operation in an organization

Records are created from reports, minutes, personnel records, administrative decisions, notices and other correspondences (Regodon, 2017).Earlier in the same line, Osakwe (2012) stressed that record creation practices include: documentation of meeting, proceeding, decision and resolutions which are kept as important reference materials through which institution keep track of changes in their procedures, practices and to know the state of transparency of their activities. It is not just enough to create record but also ensure properly record storage till they are needed for use.

2.2 Lifecycle of Records

All records pass through a lifecycle. Basically, the record is created, actively used for a time, and then stored in case of queries or other referrals before it is too old to be of any further use. At that point it should either be destroyed or transferred to an archive as part of the permanent record of the organization. Often, the driver for the culling process is lack of space rather than any adherence to a cohesive policy. Technological advancement should not destroy the legacy of record keeping. Instead, it should develop the speed at, it should develop the speed at which records are created, kept and managed.

2.3 Record Management

Several scholars and authors have defined record management in different views. Seniwoliba, Mahama and Abilla (2017) defined record management as the efficient and systematic control of records in both paper and electronic forms, throughout their life-cycle from creation or receipt till the disposal stage. The systematic control and effective use of records throughout their life cycle is thus the basis of records management.

Danso (2015) defined record management as the systematic control of an organization's records, throughout their lifecycle, to meet operational needs, statutory and fiscal requirement and community expectations of an organization. Such systematic control is exercised over the creation, storage, maintenance and disposal of school records. The researchers defined record management as the systematic process of generating, storing, managing and retrieval of information. There are many importance of effective record management.

2.4 Records Management and Academics Staff

Academic Staff have varying years of job experience as Lecturers in their various fields. some lecturers are more-experienced than others based on the number of years they have spent in-service and job experience over years could help them acquire skills, expertise and knowledge. In this study, lecturers with less than seven years of job experience are considered as less-experienced, while those with above seven years of job experience are considered as experienced.

An electronic record is any information that is recorded in machine readable form. Electronic records include numeric, graphic, audio, video, and textual information which is recorded or transmitted in analog or digital form such as electronic spreadsheets, word processing files, databases, electronic mail, instant messages, scanned images, digital photographs, and multimedia files. An electronic recordkeeping system is an automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. The arrival of the Information Age means that much of our history is now recorded in electronic format, including academic activities. For this reason, there is need to develop a strategy for managing electronic records.

2.5 Concept of Electronic records management (ERM)

Electronic records management (ERM) is the management of electronic records and the electronic management of non-electronic records such as paper, CD/DVDs, tape audio-visual files and other physical records. It is a component of an enterprise-wide content management system and may include document management, email and attachments, unstructured electronic records (such as those created in word processing, images, websites, and many other digital assets). It may consist of records contained or created in many different software applications and technologies. Its main function is to capture, manage, store, and provide content to records and documents to users, utilizing a life cycle approach of creation to final disposition.

3. METHODS

The study was conducted in Lagos State Polytechnic, Ikorodu, Lagos now Lagos State University of Science and Technology. The population of the study comprised the Academic Staff in the schools. A cross sectional survey of all the Three Hundred and Sixty-Seven (367)-academic staff in all the seven (7) schools in Lagos State Polytechnic were carried-out with a sample size of 200 Lecturers. The sampling technique used was purposive sampling. The study used descriptive statistics in terms of tables, percentages, and graph while Chi-Square was used to analyze the formulated hypothesis. Questionnaire was used as the major research instruments the study used descriptive statistics in terms of tables, percentages, and graph while Chi-Square was used to analyze the formulated hypothesis. Questionnaire was used as the major research instruments.

The data analysed for this study was from 150 academic staff that their questionnaires were properly filled and returned; from the respondents. lecturers with less than seven (7) years of job experience are considered as less-experienced, while those with above seven years of job experience are considered as experienced.

4. RESULTS ANALYSIS AND DISCUSSIONS

Table 1: Demographic Representation

Gender	Option	Percentage%
Male	100	67
Female	50	33
Total	150	100

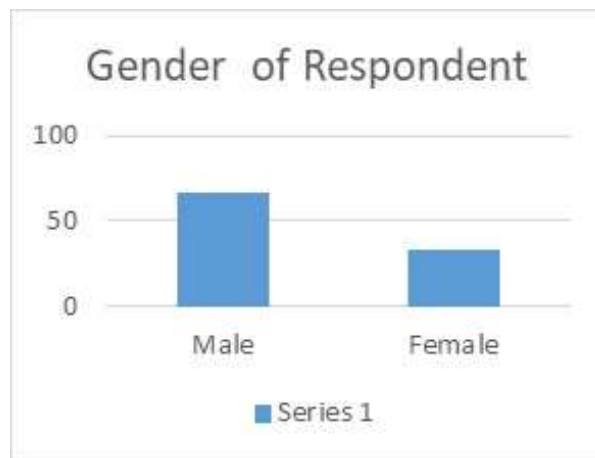


Figure 1: gender of Respondents

From the above table 1, 100(67% of the respondents were male while 50(33%) of the respondents were female. This implies that more male took part in the survey than the female.

Table 2: Marital Status of Respondent

Marital Status	Option	%
Married	120	80
Single	30	20
Total	150	100

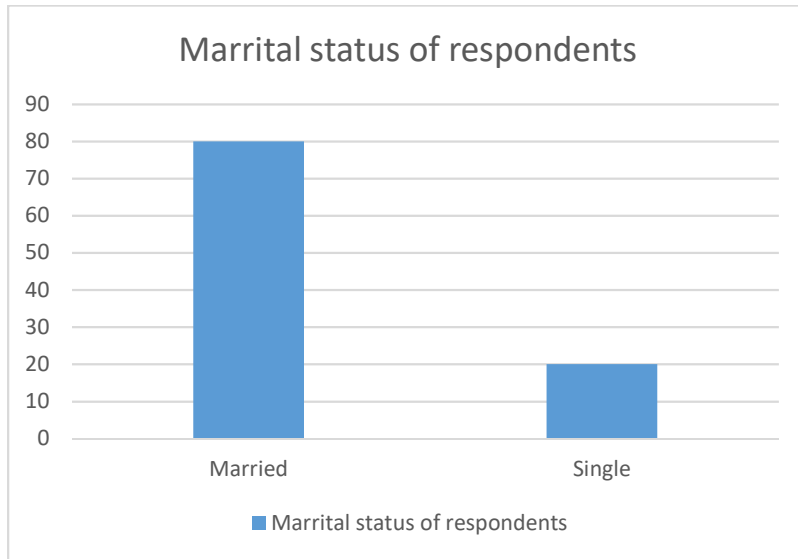


Figure 3: Graphical representation of respondents marital Status

From table 2 above, 120(80%) of respondents were married, 30(20)% were single. This portend the level of commitment and responsibilities of people who were surveyed in terms of their marital status.

Table 3: Age Group of Respondents

Age	Option	Percentage%
21-30 Years	10	7
31-40 Years	35	23
41-50 Years	30	20
51-60 Years	52	35
60 and above	23	15

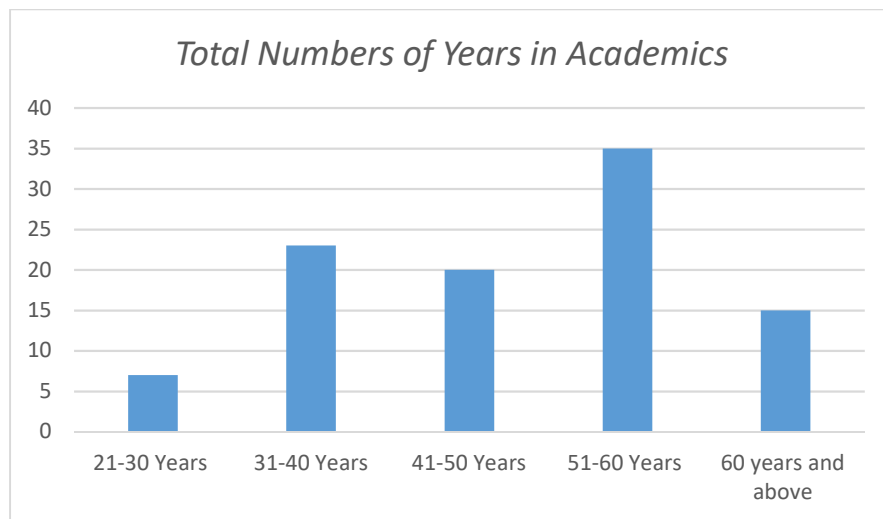


Figure 3: Age group

From Figure 3 above, it shows that respondents between the ages of 21 -30 years were 10(7%), respondents between the ages 31-40years were 35(23%), ages 41-50 are 30 respondents, representing 20% while ages 51-60 are 52 respondents representing 35 % and ages 61 and above are 23 respondents representing 15%.This analysis showed that 82(55%) of the respondents who have put in better part of their lives formed the highest crop of the sampled.

Table 4: Highest Level of Education

Level of Education	Option	Percentage%
Ph.D	38	25
MSc./MBA	92	62
BSc	15	10
HND	05	03
Total	150	100

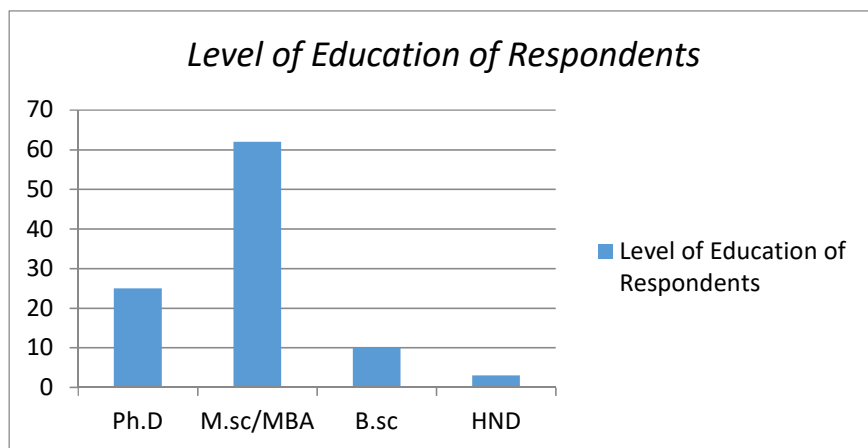


Figure 4: Graphical representation of Respondents level of education

From table 4 above, majority of the surveyed respondents 92(62%) have MSc as highest academic qualification. Only 38(25%) of the respondents have PhD as the highest qualification. This implied that many of the respondents still need to acquire the highest qualification required in academics.

Table 3: Respondents years in service

	Option	Percentage%
I have used less than seven years in services	30	20
I have used more than seven years in services	120	80
Total	150	100

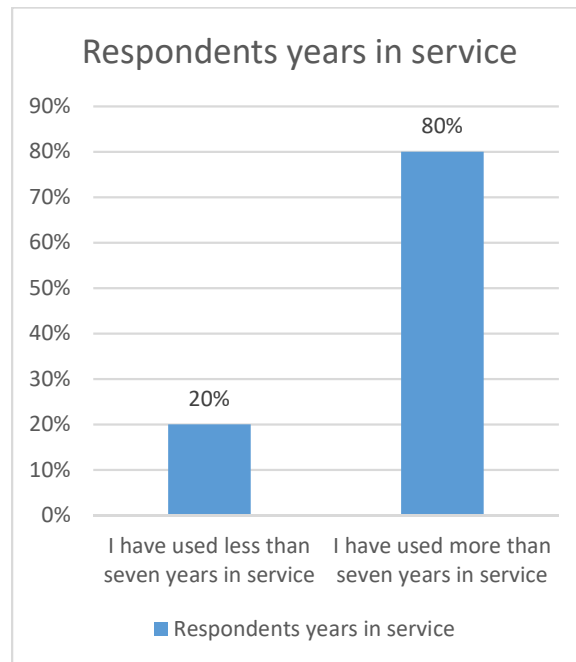
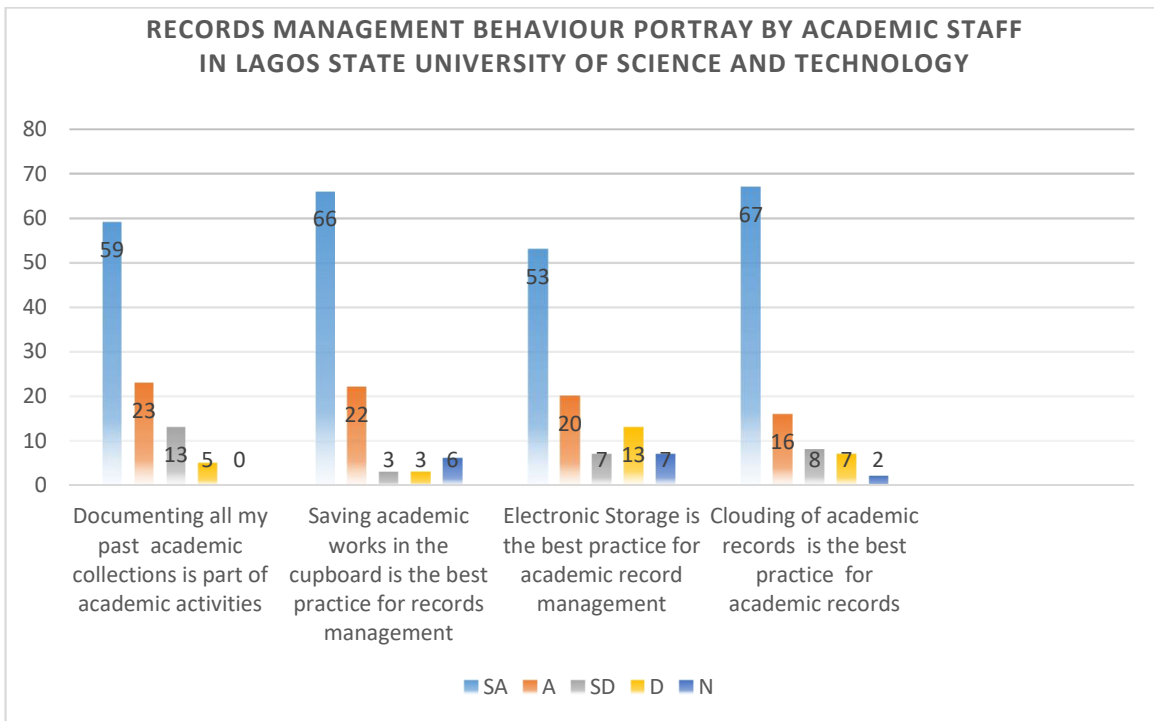


Figure 5: Respondents' Years in Service

RQ1: What are the records management behaviour portray by academic staff in Lagos State University of Science and Technology?

Opinion	Response Rate									
	SA	%	A	%	SD	%	D	%	N	%
Documenting all my past academic collections is part of academic activities	88	59	35	23	20	13	7	5	Nil	Nil
Saving academic works in the cupboard is the best practice for records management	99	66	32	22	5	3	5	3	9	6
Electronic Storage is the best practice for academic record management	80	53	30	20	10	7	20	13	10	7
Clouding of academic records is the best practice for academic records	100	67	25	16	12	8	10	7	3	2

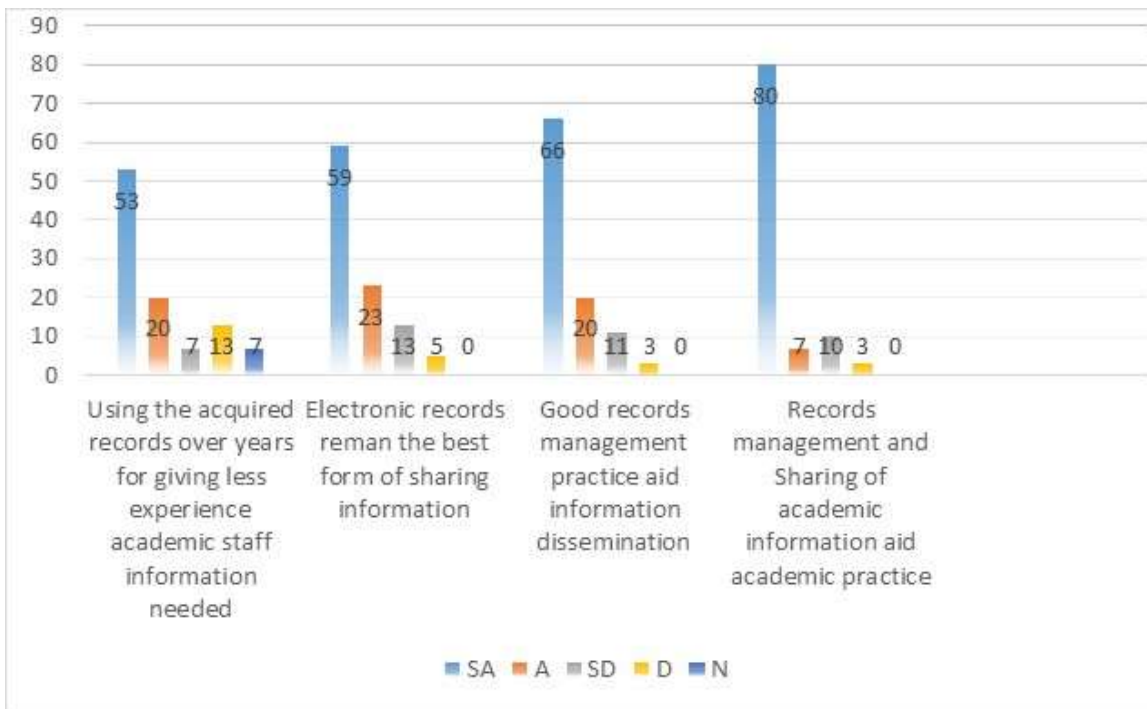


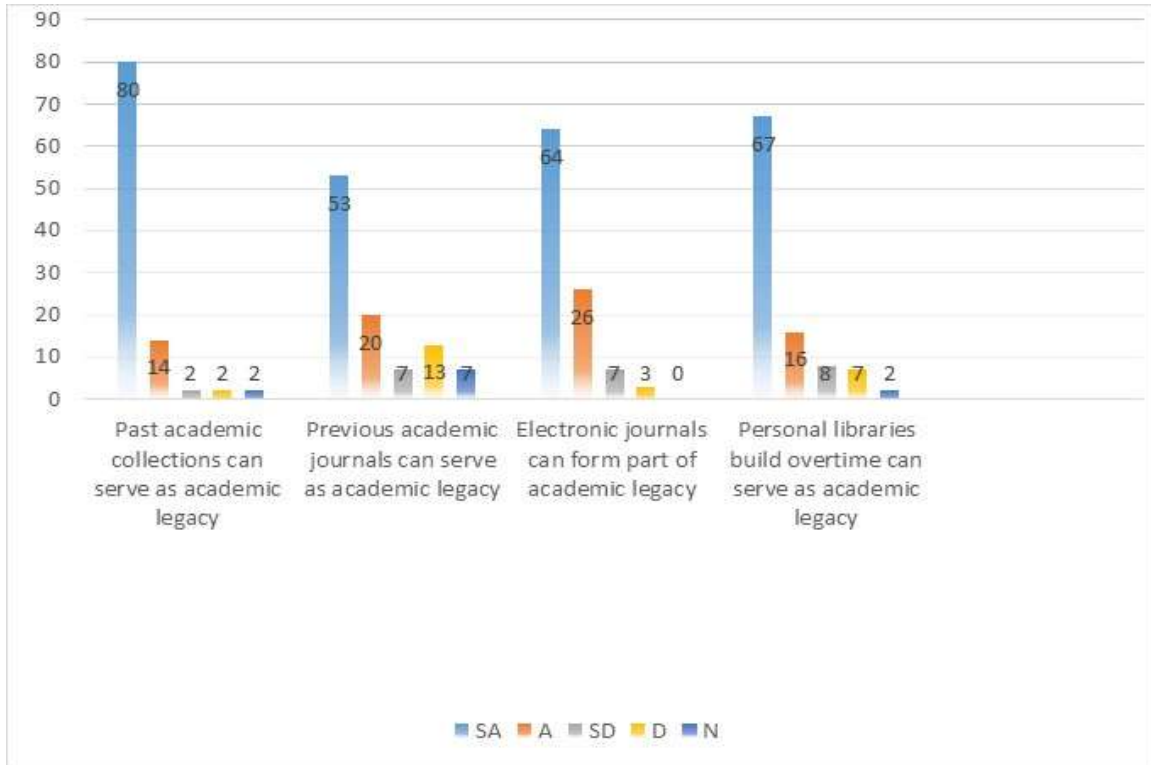
RQ2: What are the levels of disseminating information in Lagos State University of Science & Technology

Opinion	Response Rate									
	SA	%	A	%	SD	%	D	%	N	%
Using the acquired record over years for giving less experience academic staff information needed	80	53	30	20	10	7	20	13	10	7
Electronic records reman the best form of sharing information	88	59	35	23	20	13	7	5	Nil	Nil
Good records management practice aid information dissemination	98	66	30	20	17	11	5	3	Nil	Nil
Records management and Sharing of academic information aid academic practice	120	80	10	7	15	10	5	3	Nil	Nil

RQ3: What are the academic legacies provided by experienced academic staff in Lagos State University of Science and Technology?

Opinion	Response Rate									
	SA	%	A	%	SD	%	D	%	N	%
Good Records Management behaviour can serve as academic legacy	120	80	21	14	3	2	3	2	3	2
Previous academic journals can serve as academic legacy	80	53	30	20	10	7	20	13	10	7
Electronic journals can form part of academic legacy	96	64	40	26	10	7	4	3	Nil	Nil
Personal libraries build overtime can serve as academic legacy	100	67	25	16	12	8	10	7	3	2





Testing Hypothesis

Hypothesis 1

H₀: Record management behaviour does not determined the academic legacy in Lagos State University of Science and Technology

Correlation between Record management behaviour and Academic Legacy among academic staff

		ST1	ST3
ST1	Pearson Correlation	1	.906**
	Sig. (2-tailed)		.000
	N	50	50
ST3	Pearson Correlation	.706**	1
	Sig. (2-tailed)	.000	
	N	50	50

** . Correlation is significant at the 0.01 level (2-tailed).

The result of 0.906 is within the region of +1 obtained from the calculation on the hypothesis means positive correlation coefficient of +1 which revealed that H₀ which stated that Records Management behaviour does not determined the academic legacy of Lagos State University of Science and Technology hereby rejected.

5. CONCLUSION AND RECOMMENDATIONS

Records play inestimable roles in human endeavour, records are used for planning and decision-making process. This study has also made it known that records also performed a legacy role to the future. The information contained in records helps to inform and educate academic on issues relevant to the academic.

Based on the findings of the study, recommendations were made for improvement in the utilization of records and information for human development.

- Experience academic staff should by necessity secure all the previous academic collection to be able to leave as a legacy for the up-coming academic staff in university
- Good Archiving system should be encouraged by the individual and the university for proper record management
- Electronic filing system should be encouraged for filing records so that they can be retrieved quickly when needed.
- Proper appraisal, retention and disposal of records should be done.
- There is need for training and re-training on databases to be used for record purposes,
- Universities should provide adequate storage and security facilities for records to avoid damage and loss of records. Finally, provision of adequate space, funds and the use of information technology in storage and retrieval of records in the univer

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