

# 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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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**

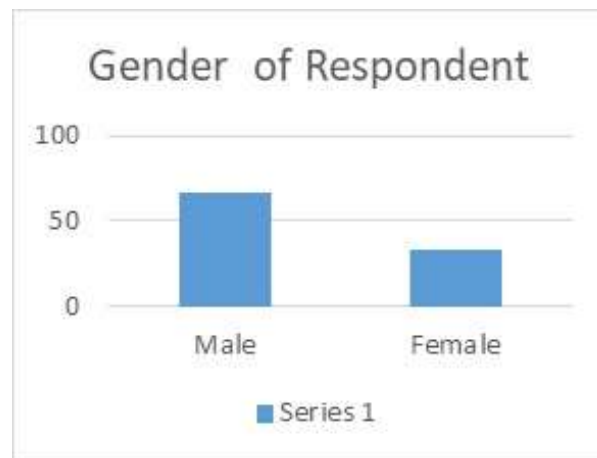
Several scholars and authors have defined record management in different views. Seniwoliba, Mahama and Abilla (2017) defined record management as the efficient and systematic control of records in both paper and electronic forms, throughout their life-cycle from creation or receipt till the disposal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

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.

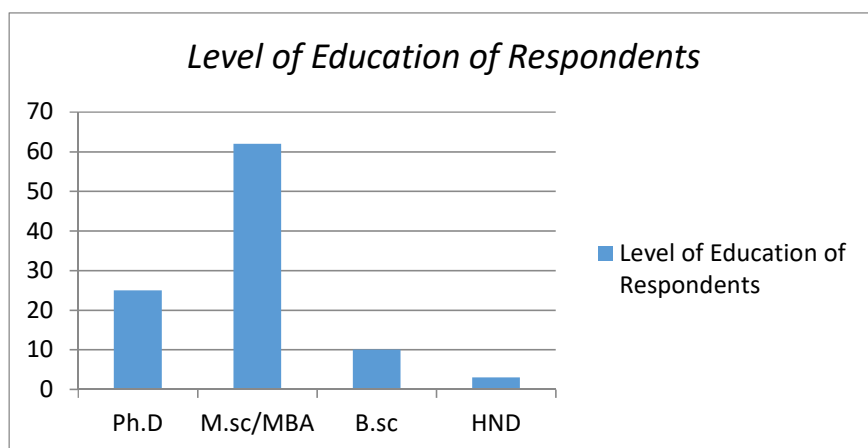
**Table 2: Marital Status of Respondent**

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

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

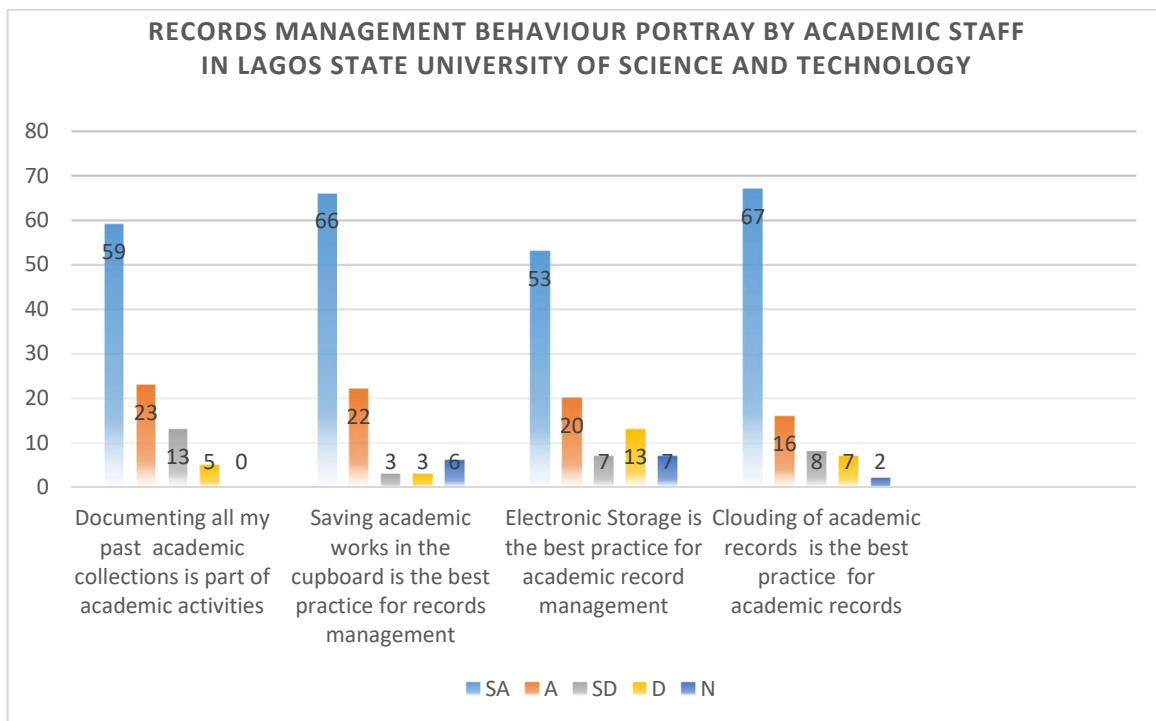


**Figure 4: Graphical representation of Respondents level of education**

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.

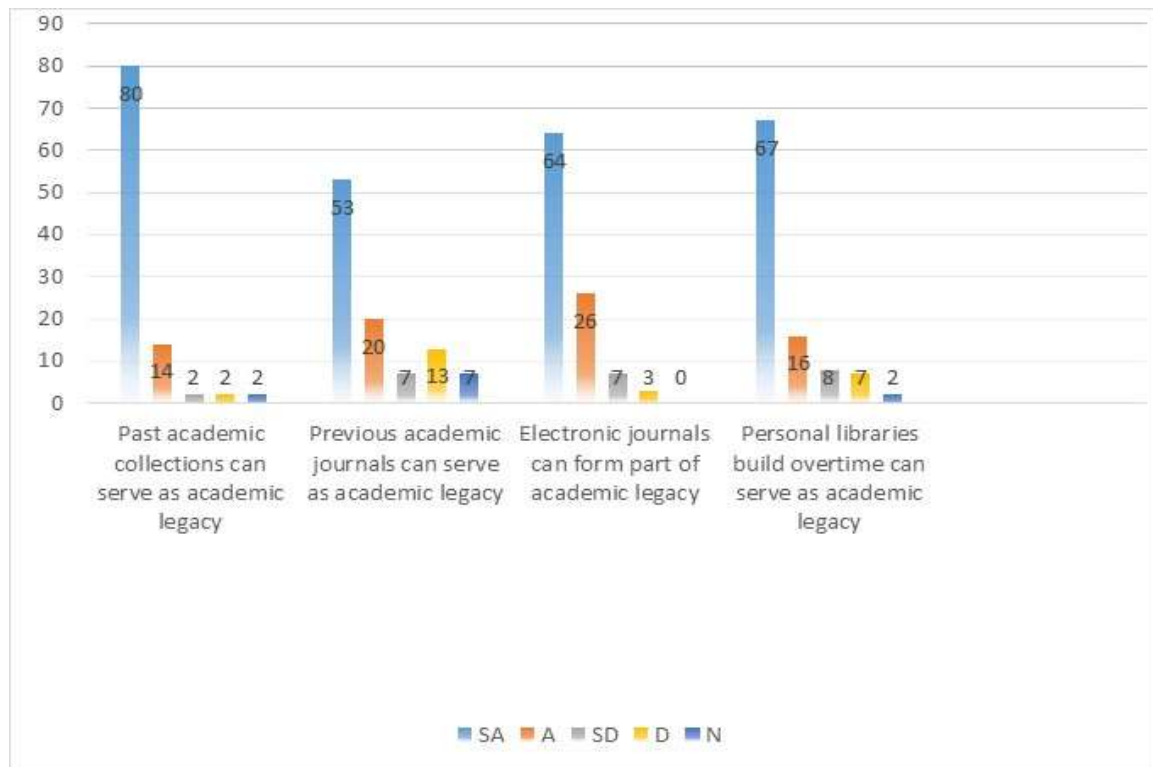
**Table 3: Respondents years in service**

	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



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

Opinion	Response Rate								N	%
	SA	%	A	%	SD	%	D	%		
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



## Testing Hypothesis

### Hypothesis 1

H<sub>0</sub>: 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 H<sub>0</sub> which stated that Records Management behaviour does not determined the academic legacy of Lagos State University of Science and Technology hereby rejected.

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