AN ASSESSMENT OF RECORD MANAGEMENT PRACTICES IN UNIVERSITY OF IBADAN AND OBAFEMI AWOLOWO UNIVERSITIES, ILE-IFE

[1]ISIWELE-ISHOLA and [2]Rhoda Osebhahiemen

[1&2]Augustine University, Ilara-Epe, Lagos State.

[1]mails4isirhoda@gmail.com [2]rhoda.ishola-isiwele@augustineuniversity.edu.ng

Abstract

The study assessed record management practices at the Registry, Bursary, and Main Library of the University of Ibadan and Obafemi Awolowo University, Ile-Ife, using a descriptive case study. The population for the study comprised 578 participants drawn from the three units of both the universities.The study questionnaires used were distributed to all respondents using total enumeration sample technique over the course of six weeks. A 66% response rate was obtained from the 382 returned questionnaires. However, only 371 of them were suitable for analysis. Frequency counts and straightforward percentages were used to analyse the data. The study discovered that numerical classification was the primary record classification scheme used by both universities for record management and the major retention system adopted is record classification. However, the analysis's result also demonstrated the close use of other strategies, including document imaging, storage archival systems, and other retention schedules (such as calendars, timetables, and plans). Furthermore, the survey found that, although both institutions used various disposal techniques, including pulping, shredding, burning, maceration, etc. to a considerable level, archiving remained the respondents' preferred method of disposing of records. The survey also showed that modern storage databases, platforms, and software are already in use for record storage and management, including Cloud Storage platforms, Data Warehouses, LMS, EDMS, RMS, etc. Even though, traditional storage solutions like physical file rooms or archives, filing cabinets and shelving units, distribution, cardboard, still shelf drawers, are still quite in use. The study concluded that by leveraging automated system of records management, organizations can achieve greater efficiency, accuracy, and compliance, while freeing up staff resources to focus on more strategic and value-added activities. The study suggests that record management policies and procedures be reviewed on a regular basis to meet contemporary demands.

Keywords: *Record management practice, Automated Records, Record classification, Records, University Records, Nigerian Universities.*

Introduction

Records management is the branch of management that controls how organizations create, receive, store, use, access, and dispose of documents. Similarly, records management is defined as the "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 organizations activities and transactions in the form of records" (International Organization for Standardization, 2024). This means that records management refers to the methodical control, organization, access to, and production of an organization's information from its creation through its use to its permanent retention or legal destruction. All media and format types of records are covered under records management. This covers records on paper and computers, as well as records on tape, video, and CD. Throughout a record's existence, records management is required, and the process starts the moment the decision to create the record is made. According to Kaczmarek (2006), archives and records management have always been related. He emphasized that ideas connected to records, such as provenance and authenticity, have received a lot of attention lately, especially as the conversation has broadened to cover digital preservation and electronic records. Despite the resurgence of interest in these long-standing problems, he pointed out that records management in higher education is frequently underfunded and given low priority.

The systematic control of records throughout their life cycle is what Priceton University (2023) defined as record management in the university system. Employees of the university create, receive, use, and destroy records on a regular basis as part of their job, and records management offers guidelines and a framework to make sure that these activities are carried out in a way that complies with legal requirements as well as operational needs. Records are essential to the University's daily operations because they facilitate decision-making, serve as a record of its goals, policies, and actions, and guarantee that all legal, administrative, and audit requirements are satisfied. For records to perform their various functions, some form of management is needed. Management includes control over what is created, the development of effective and efficient filing systems to store the records, and procedures for the retention of those records. (The Records Management Society, 2023)

In another development, the University of Waterloo (2023) listed the following as crucial practices for university records management that a record manager should adhere to: 1. Keep an information inventory to stay aware of the records you own. 2. Compare your inventory to the University records classification & retention schedules to determine which records are copies and which your office is in charge of as the official record of the university. 3. Use the information confidentiality classification for your records to organize and protect them. 4. When necessary, destroy copies and ephemeral recordings that are transitory. 5. Dispose of records at the end of their retention period & document their disposal.

Furthermore, Muinde (2023) opined that some universities have begun to explore the use modern technologies like the block-chain technology for the management of records. These technologies offer a safe and unchangeable means of storing and accessing data, which

has the potential to completely transform the way records are managed. Abdulrahman (2015), acknowledged that records play enormous roles in university administration in Nigeria since managers and administrators often use them to carry out a variety of administrative tasks, most notably decision-making. He stressed that Administrators learn and grow from the information found in records. However, recently, there have been disturbing development arising from poor management of records in the Nigeria university system, especially the regrettable incident of failed record management practice from the Lagos State University, where a signed student's final result in process. disposed for error, found its way to the road side 'Suya" (local barbecue) seller at Epe, Lagos State, Nigeria. (Ileyemi, 2018). In the same vein, as more universities begin to explore the use of digital solutions for the management of records, the preparedness of functional components of the Nigerian universities systems for the management of records will continue to be relevant and imperative. It against this backdrop that the researcher study Record Management Practices in the two Nigerian foremost Universities, the University of Ibadan and Obafemi Awolowo Universities, Ile-Ife,

Statement of the Problem

The methodical management of records during the course of their existence is known as records management. In the regular course of business, university personnel generate, receive, utilize, and dispose records. Records management offers guidelines and a framework to make sure that these operations are carried out in a way that satisfies operational requirements and legal obligations. Records management makes sure that university staff members create the necessary records, store them in a way that facilitates easy access and use, keep records for as long as they are required for legal, audit, and operational reasons, and dispose of them when their retention periods are up.

Most records are destroyed at the disposal point; however, a small percentage of records is identified as having permanent value to the University. Usually, these documents are moved to the University Archives. Administrators use the data in the records as a source of proof when making decisions that will help the university fulfill its missions and objectives. According to Abdulrahman (2015), records in Nigerian universities are subject to random or arbitrary destruction, not disaster-proof, and piled high with disorganized files. Additionally, he stated that there are no management principles that address records from the time of creation until the end of their existence.

The lack of management principles at the university raises questions about how professionals, including administrators, have handled and made administrative choices. Abdulrahman opined the afore-stated when he studied the situation in the north western zone of Nigeria. However, there have been ongoing unsettling developments brought about by the Nigerian university system's inadequate record-keeping practices. Of particular note is the sad instance of Lagos State University's inadequate record-keeping procedures, which resulted in a signed student's final result being processed, disposed of for error, ended up with the

roadside "Suya" vendor in Epe, Lagos State, Nigeria, who sells local barbecue (Ileyemi, 2018). Therefore, in order to assess the existing state of affairs in universities in south-west Nigeria and determine a course of action, it is imperative to examine the management of university records. In light of this, the researcher studied record management practices at the Obafemi Awolowo and University of Ibadan in Ife.

Research Objectives
1. To find out the types of record classification scheme are adopted for record management in University of Ibadan and Obafemi Awolowo Universities, Ile-Ife,
2. To find out the types of retention system is adopted for record management University of Ibadan and Obafemi Awolowo Universities, Ile-Ife,
3. To ascertain what strategies are adopted for disposing records in University of Ibadan and Obafemi Awolowo Universities, Ile-Ife,
4. To examine the adequacy of the various categories of relevant staff to manage record in University of Ibadan and Obafemi Awolowo Universities, Ile-Ife,

Review of Related Literature

Organizational records management is essential because it makes sure that crucial data is appropriately managed, preserved, and made available when needed. A company can gain a lot from an efficient records management program, including better regulatory compliance, more efficient information retrieval, and a decreased risk of data breaches or loss. Evaluating the organization's present record-keeping practices, including the rules, processes, technology, and resources utilized to maintain records, is a common step in an assessment of records management. Simwaka and Malanga (2023), opined that a variety of organizations public, private, academic, and civil society acknowledge the significance of appropriate records management procedures. A record is any information made or received that details the operations, decisions, policies, processes, and other actions of any organization, according to Kirvan (2024). It can come in a variety of forms, both digital and physical. Records management, on the other hand, is the control and guidance of paper or digital records, regardless of format. The creation, acceptance, maintenance, utilization, and disposal of records are all included in records management activities. Additionally, he emphasized that records management guarantees that documents are appropriately stored, retrieved, and handled in a secure manner. Similarly, the United Nations (2007) asserts that records management, including the processes for gathering and archiving data about business activities and transactions, is responsible for the efficient and systematic management of the creation, receipt, preservation, use, and disposal of records.

According to Touray, R. (2021), information and records are the lifeblood of any organization and the foundation upon which choices are made. He also expressed the opinion that the significance of records management in the modern world cannot be overstated. However, Barigye et al. (2022) noted that the use of appropriate records management

procedures results in an improvement in the productivity and effectiveness of administrative staff members in the workplace. Paper documents and publications, photographs, slides, contact sheets, negatives, audio and video recordings, drawings, sketches, portraits, maps, floorplans, blueprints, textiles (such as hospital gowns and other institutional apparel), artifacts, electronic files, and emails are just a few examples of the various formats in which records can be found.

Records of many different kinds are made for a multitude of purposes at different times. Not every record is the same, and they shouldn't all be handled equally. While some of these records are valuable for a set amount of time, others are kept for future use because they have enduring historical worth. According to Mnjama (2023), the National Archives should focus on managing records over their whole life cycle rather than only the archival preservation phase.

GovOS (2021), asserted that retention critically refers to the policies and practices an organization will use to safeguard confidential documents and maintain them on file for the required period of time until they need to be archived, redirected, or disposed of in another manner. Muhammad, Mannan; and Farashi (2021), similarly found that the Nigerian institution does not have standard operating procedures or policies in place for handling records and information. The majority of research participants unequivocally acknowledged that the university lacked an information management policy, which has resulted in numerous irregularities in the handling of records and information, particularly with regard to security, preservation, and disposal of the records.

Abdulrahman (2015), opined that disposal techniques such as grinding and pulping are employed in North Central Nigerian universities. Though, less common techniques also unutilized include assessment, selling, shredding, and maceration The United Nations (2007) stated that effective and systematic management of the creation, receipt, preservation, use, and disposal of records constitute the core of records management, which includes the procedures for obtaining and archiving data about business activities and transactions.

Muhammad, Mannan, and Farashi (2021), avers that there is a low level of unprofessionalism among RIM employees. A contributing factor in this is the exclusive reliance on registry employees who lack the necessary training to carry out the job, which results in improper record organization and early data deletion. According to Barigye et al. (2022), administrative staff members' efficacy and productivity at work increase when proper records management practices are followed. The study by Agu et al. (2022), discovered a positive and significant association between record keeping and employee effectiveness and between document handling and employee performance. He came to the conclusion that managers must have a few skills in order to properly supervise the day-to-day operations of their businesses, one of which is keeping and supervising accurate records.

United Nations (2024) Archives and Records Management section declaration, states that developing a file classification scheme entails determining the type and access status of

the records, as well as grouping them according to appropriate criteria to facilitate control, retrieval, description, and relationship-building. An analysis of an organization's goals and functions, or an analysis of its processes, serves as the basis for developing a file classification scheme. While Abdulrahman (2015) opined that alphabetic and subject filing systems are used in universities in North West Nigeria because they facilitate data retrieval. Additionally, the researcher discovered that there is no standard policy in place in the universities regarding record retention and disposal. Thus far, there is no known documentation in literature of the Assessment of Record Management Practices in Universities in south west Nigeria, hence this study.

Methodology

The study used a descriptive research design of the case study type, which is thought to be effective in gathering data on phenomena that cannot be directly observed and allows for interaction between the researchers and study participants. This design is backed by Izah (2020), who suggested that this type of case study method is appropriate when all the individuals and objects within a particular population of the study have common, binding characteristics or traits. The study also employed the total enumeration sampling technique to gather data from all the stakeholders (academic and non-academic staff in the libraries, secretaries, bursars, accounting &finance staff, registrars, administrative staff, record managers, university administrators, heads of units, records personnel, and clerical officers) involved in the routines of record management in the registries, university libraries, and bursaries of the universities (Obafemi Awolowo University, Ile Ife, and University of Ibadan, Ibadan) for the study because it gives a comprehensive and in-depth study that is necessary to fully comprehend complicated systems and provides the most accurate results as every member of the population is included. Therefore, the overall population under investigation is (University of Ibadan: Bursary 71, University Library 68, Registry 103 & Obafemi Awolowo University: Bursary 122, Registry 77, University library 137) = 578.To determine the validity of the self-developed questionnaire, four experts—two senior librarians, one registrar, and one expert from the department of science and technology education—were consulted. The instrument's design took the experts' recommendations into consideration. The content validity of the study instrument was then determined by conducting a trial test on Obafemi Awolowo University registry employees. With test, a Cronbach Alpha of 0.82 was attained. The value demonstrated how dependable the instrument was. Employing four research assistants and with the kind assistance of some senior staff members in the relevant unit at both universities, the study questionnaires were distributed to all respondents using total enumeration sample methodologies over the course of six weeks. A 66% response rate was obtained from the 382 returned questionnaires; however, only 371 of them were suitable for analysis. Simple percentages and item analysis on the SPSS statistical programme were used to analyse the data that was gathered.

Results and Findings

What types of record classification scheme are adopted for record management?

Table 1: Types of Record Classification Scheme

S/N	Types Of Record Classification Scheme	Frequency (%)				Mean	SD
		4	3	2	1		
1	Subject-Based /Content Classification	75(20.9)	244(68.2)	23(6.4)	16(4.5)	3.06	0.67
2	Function-Based Classification	120(32.6)	193(52.0)	41(11.1)	14(3.8)	3.34	0.82
3	Chronological Classification	104(28.5)	202(55.3)	44(12.1)	15(4.1)	3.35	0.85
4	Departmental Classification	121(33.1)	195(53.3)	30(8.2)	20(5.5)	3.34	0.85
5	Format-Based Classification	124(34.3)	177(48.9)	45(12.4)	16(4.4)	3.28	0.85
6	Access-Based Classification	135(37.1)	175(48.1)	40(11.0)	14(3.8)	3.29	0.81
7	Retention-Based Classification	136(37.2)	175(47.8)	43(11.7)	12(3.3)	3.30	0.80
8	Alphanumeric Classification	138(37.7)	171(46.7)	46(12.6)	11(3.0)	3.28	0.80
9	Geographic Classification	123(33.6)	163(44.5)	68(18.6)	12(3.3)	3.19	0.85
10	Legal or Compliance-Based Classification	121(32.8)	178(48.2)	53(14.4)	17(4.6)	3.25	0.87
11	Alphabetic Classification	149(40.5)	152(41.3)	55(14.9)	12(3.3)	3.20	0.81
12	Colour Code Classification	134(36.3)	144(39.0)	62(16.8)	29(7.9)	3.10	0.93
13	code number Classification	127(34.7)	158(43.2)	50(13.7)	31(8.5)	3.13	0.95
14	Numeric Classification	115(31.0)	176(53.7)	23(7.0)	14(4.3)	3.38	0.80
	Overall Mean					3.24	

The table 1 above shows the types of record classification scheme adopted for record management in the two institutions. The result shows that scale 3.45-4.00 is "Strongly Agree", 2.45-3.44 is "Agree", 1.45-2.44 is "Disagree" and scale 1.00-1.44 is "Strongly Disagree". The overall mean response for the types of record classification scheme adopted for record management in the two institutions is (M=3.24) which falls within the scale 2.45-3.44, is an indication that the respondents agree with the types of record classification scheme listed above. The types of record classification scheme with the highest mean response is "Numeric classification" (M= 3.38 SD=0.80), which means the types of record classification scheme adopted for record management by the respondents in Obafemi Awolowo University and University of Ibadan is Numeric classification. Abdulrahman (2015) provided support for this, as his previous research findings indicated that alphabetic and subject filing systems are used in universities in North West Nigeria because they facilitate data retrieval. The findings also align with the United Nations (2024) Archives and Records Management section declaration, which states that developing a file classification scheme entails determining the type and access status of the records, as well as grouping them according to appropriate criteria to facilitate control, retrieval, description, and relationship-building.

What types of retention system is adopted for record management?

Table 2: Types of Retention System Adopted

S/N	Types of Retention System Adopted	Frequency (%)				Mean	SD
		4	3	2	1		
1	Record Classification	64(19.5)	249(75.9)	8(2.4)	7(2.1)	3.69	0.63
2	Retention Schedules	103(31.5)	196(59.9)	19(5.8)	9(2.8)	3.49	0.73
3	Archival Systems	100(30.6)	185(56.6)	29(8.9)	13(4.0)	3.40	0.81
4	Document Imaging and Storage	117(35.8)	173(52.9)	23(7.0)	14(4.3)	3.37	0.80
5	Access Controls	122(37.4)	171(52.5)	20(6.1)	13(4.0)	3.38	0.77
6	Backup and Disaster Recovery	145(44.8)	149(46.0)	21(6.5)	9(2.8)	3.34	0.72

7	Legal Compliance; e.g data protection laws, academic accreditation requirements	111(34.3)	171(52.8)	29(9.0)	13(4.0)	3.36 0.81
8	Record Audits	123(37.6)	161(49.2)	31(9.5)	12(3.7)	3.32 0.79
9	Disposition Procedures	114(35.1)	171(52.6)	34(10.5)	6(1.8)	3.39 0.75
10	Inventory	125(38.2)	157(48.0)	32(9.8)	13(4.0)	3.30 0.81
11	Stock taking	125(38.3)	154(47.2)	28(8.6)	19(5.8)	3.27 0.85
12	Appraisal	105(32.2)	176(54.0)	37(11.3)	8(2.5)	3.38 0.78
	Overall Mean					3.39

The table 2 above shows the types of retention system adopted for record management in the two institutions. The result shows that scale 3.45-4.00 is "Strongly Agree", 2.45-3.44 is "Agree", 1.45-2.44 is "Disagree" and scale 1.00-1.44 is "Strongly Disagree". The overall mean response for the types of retention system adopted for record management in the two institutions is (M=3.39) which falls within the scale 2.45-3.44, is an indication that the respondents agree with the types of retention system adopted for record management listed above. The types of retention system with the highest mean response is "Record Classification" (M= 3.69 SD=0.63), which means the major retention system adopted for record management in Obafemi Awolowo University and University of Ibadan is Record classification. Though, the table also revealed that retention schedule (calendar, timetable, plan), document imaging and storage archival systems are closely utilized among others. This finding is consistent with GovOS (2021), which asserts that retention critically refers to the policies and practices an organization will use to safeguard confidential documents and maintain them on file for the required period of time until they need to be archived, redirected, or disposed of in another manner. The results of this study contrast with those of

Muhammad, Mannan; and Farashi (2021), who found that the Nigerian institutions does not have standard operating procedures or policies in place for handling records and information.

What types of strategy are adopted for disposing record?

Table 3: Types of Strategy Adopted

S/N	Strategy Adopted	Frequency (%)				Mean	SD
		4	3	2	1		
1	Archiving	101(31.0)	221(67.8)	4(1.2)	0(0)	3.67	0.50
2	Disposal Committees	110(33.7)	185(56.7)	28(8.6)	3(0.9)	3.46	0.69
3	Manual Purging	107(32.8)	180(55.2)	29(8.9)	10(3.1)	3.40	0.78
4	Disposal Logs	110(34.0)	174(53.7)	23(7.1)	17(5.2)	3.36	0.83
5	Retention Schedules	122(37.7)	167(51.5)	25(7.7)	10(3.1)	3.38	0.76
6	Training and Awareness	141(43.5)	147(45.4)	24(7.4)	12(3.7)	3.31	0.76
7	Environmental Considerations	145(45.0)	125(38.8)	39(12.1)	13(4.0)	3.19	0.80
8	Burning	137(42.5)	130(40.4)	39(12.1)	16(5.0)	3.18	0.83
9	Pulping	130(40.5)	129(40.2)	47(14.6)	15(4.7)	3.16	0.84
10	Selling	125(38.5)	129(39.7)	54(16.6)	17(5.2)	3.13	0.87
11	Maceration (soften by soaking)	116(36.3)	133(41.6)	51(15.9)	20(6.3)	3.13	0.90
12	Incineration	126(38.9)	136(42.0)	42(13.0)	20(6.2)	3.17	0.88
13	Shredding	127(39.1)	131(40.3)	50(15.4)	17(5.2)	3.15	0.86
	Overall Mean					3.28	

The table 3 above shows the types of strategy adopted for disposing record in the two institutions. The result shows that scale 3.45-4.00 is "Strongly Agree", 2.45-3.44 is "Agree", 1.45-2.44 is "Disagree" and scale 1.00-1.44 is "Strongly Disagree". The overall mean response for the types of strategy adopted for disposing record in the two institutions is (M=3.28) which falls within the scale 2.45-3.44, is an indication that the respondents agree with the types of strategy adopted for disposing record listed above. The types of strategy

adopted for disposing record with the highest mean response is "Archiving" (M= 3.67 SD=0.50), which means the major strategy adopted for disposing record by the respondents in Obafemi Awolowo University and University of Ibadan is Archiving. However, to large degrees, both universities used other disposal strategies. These results are in line with those of Abdulrahman (2015), whose previous research also showed that disposal techniques such as grinding and pulping are employed in North Central Nigerian universities. While less common techniques include assessment, selling, shredding, and maceration. Similarlly, United Nations (2007) stated that effective and systematic management of the creation, receipt, preservation, use, and disposal of records is the core of records management, which includes the procedures for obtaining and archiving data about business activities and transactions. These findings arealso in line with their assertion.

What types of storage facilities are made available for records management in system?

Table 4: Types of Storage Facilities

S/N	Storage Facilities	Frequency (%)				Mean	SD
		4	3	2	1		
1	Physical File Rooms or Archives	228(67.3)	83(24.5)	20(5.9)	8(2.4)	3.14	0.62
2	Records Management Software	124(36.7)	181(53.6)	22(6.5)	11(3.3)	3.41	0.75
3	Electronic Document Management Systems (EDMS):	105(30.9)	179(52.6)	38(11.2)	18(5.3)	3.31	0.87
4	Cloud Storage: like Google Drive, Microsoft OneDrive, or Dropbox, email, Google Workspace or Microsoft 365	118(34.6)	189(55.4)	18(5.3)	16(4.7)	3.41	0.79
5	Network Attached Storage (NAS)	122(35.8)	179(52.5)	25(7.3)	15(4.4)	3.36	0.80
6	Offsite Storage Facilities	134(39.3)	167(49.0)	26(7.6)	14(4.1)	3.33	0.79
7	Data Warehouses	130(38.1)	169(49.6)	27(7.9)	15(4.0)	3.33	0.80
8	File Cabinets and Shelving Units	141(41.3)	151(44.3)	30(8.8)	19(5.6)	3.24	0.83

9	Block chain	142(41.9)	154(45.4)	31(9.1)	12(3.5)	3.29	0.78
10	Record Rooms or Record Centers	150(40.4)	147(43.6)	26(7.7)	14(4.2)	3.28	0.78
11	Microfilm/Microfiche Storage	141(41.5)	159(46.8)	25(7.4)	15(4.4)	3.31	0.79
12	Digital Storage Systems Fireproof	126(37.0)	180(52.8)	25(7.3)	10(2.9)	3.40	0.75
13	Document Boxes and Containers	131(38.6)	168(49.6)	32(9.4)	8(2.4)	3.35	0.75
14	Dispersal (Placement of copies in several locations)	119(35.1)	171(50.4)	38(11.2)	11(3.2)	3.33	0.80
15	Computing technology (computers, scanners, Smartphones etc.)	129(53.8)	183(53.8)	18(5.3)	10(2.9)	3.42	0.73
16	Cupboard	126(37.0)	179(52.5)	27(7.9)	9(2.6)	3.39	0.75
17	Steel shelves	142(41.8)	156(45.9)	30(8.8)	12(3.5)	3.30	0.77
18	Drawers for flat file	135(40.1)	160(47.5)	24(7.1)	18(5.3)	3.30	0.82
19	Communication technology (internet, WWW, teleconference, ISP, modem, router switches, social media apps, etc.) and	150(44.6)	151(44.9)	25(7.4)	10(3.0)	3.32	0.74
20	Data Analytics and Business Intelligence Tools	127(37.4)	170(50.0)	38(11.2)	5(1.5)	3.36	0.74
21	Student Information Systems (SIS)	136(40.0)	163(47.9)	33(9.7)	8(2.4)	3.34	0.75
22	Electronic Health Records (EHR)	126(37.3)	162(47.9)	34(10.1)	16(4.7)	3.28	0.83
23	Hard disk	93(29.5)	200(63.5)	13(4.1)	9(2.9)	3.54	0.71
24	Customer Relationship Management (CRM)	110(34.6)	182(57.2)	21(6.6)	5(1.6)	3.48	0.69

Systems

25	Learning Management Systems (LMS)	105(33.2)	182(57.6)	20(6.3)	9(2.8)	3.46	0.74
26	Document Management Systems (DMS)	109(34.5)	179(56.6)	19(6.0)	9(2.8)	3.45	0.74
27	Enterprise Resource Planning (ERP) Systems	114(36.2)	174(55.2)	22(7.0)	5(1.6)	3.45	0.70
28	Library management system (LMS)	109(34.5)	167(52.8)	28(8.9)	12(3.8)	3.36	0.80
	Overall Mean					3.35	

The table 4 above shows the types of storage facilities that are made available for records management in the two institutions. The result shows that scale 3.45-4.00 is "Strongly Agree", 2.45-3.44 is "Agree", 1.45-2.44 is "Disagree" and scale 1.00-1.44 is "Strongly Disagree". The overall mean response for the types of storage facilities is made available for records management in the two institutions is (M=3.35) which falls within the scale 2.45-3.44, is an indication that the respondents agree with the types of storage facilities made available for records management listed above. The types of storage facilities made available for records management with the highest mean response are "Hard disk" (M= 3.54 SD=0.71), "Customer Relationship Management (CRM) Systems" (M= 3.48 SD=0.69), "Learning Management Systems (LMS)" (M= 3.46 SD=0.74), "Document Management Systems (DMS)" (MS=3.45 SD=0.74) and "Enterprise Resource Planning (ERP) Systems" (M=3.45 SD=0.70). This means that these are the types of storage facilities made available for records management that the respondents strongly agree with. This research is consistent with Library Technology Reports (2003), which identified cabinets as standard storage equipment utilized in institutions, along with shelving, carousels or spinners, sliding shelving, sliding shelving/drawers, and rotary storage devices. and Tsabedze's (2020) theory that e-records is still developing and that there are potential to increase e-records readiness with the right legislative framework in place. Though, realizing these prospects will need determination to continue embrace e-record management and its facilitating tools.

Conclusion

The purpose of the study was to evaluate the record management practices of the University of Ibadan, Ibadan and Obafemi Awolowo University, Ile-Ife. The study found that the major record classification scheme both universities used for record management was numerical classification; the study also found that the major retention system both universities used for record management was record classification; however, the result from

the analysis also made it clear that other retention schedules (such as calendars, timetables, and plans), document imaging, and storage archival systems are closely utilised among other strategies; additionally, the study revealed that the primary method for disposing of records among the respondents in the universities was archiving, though both universities employed other disposal strategies such a pulping, shredding, burning, Maceration etc to a large extent.

The study also discovered that information technology (IT) staff is the relevant staff group that respondents felt was very adequate. However, additional categories of sufficient staff managing records in both universities are also showed in the table, including system analysts, programmers, secretaries, record officers/clerks, library officers, etc. The study found that contemporary storage databases, platforms, and software, such as Cloud Storage platforms, Data Warehouses, LMS, EDMS, RMS, etc., are already deployed to record storage and management with regard to the types of storage facilities that are made available for records management in the two institutions. Nonetheless, there is still a great deal of use for the more conventional storage options, such actual file rooms or archives, filing cabinets and shelving units, dispersal, cardboard, still shelf drawers, etc. Similarly, the study's findings on the staff development initiatives used to increase employee productivity showed that initiatives like orientation, seminars, training courses, etc. are frequently used.

One of the most important resources assisting 21st-century organisations, like universities, is information contained in records, which is still necessary for an organisation to thrive. By leveraging automated aspects of records management, organizations can achieve greater efficiency, accuracy, and compliance, while freeing up staff resources to focus on more strategic and value-add activities To guarantee the efficacy and dependability, it's crucial to keep the proper oversight, governance, and human review in place. Improving record management in Nigerian universities remains an important priority to enhance administrative efficiency, data integrity, and ultimately the quality of higher education in the country.

Recommendations
Consequently, the following recommendations are made:
1. Record management Policies and rules should be reviewed periodically to meet contemporary demands.
2. Officers in charge of record retention and disposal should face stricter penalties to ensure due diligence is in discharging their duties. Their carelessness might put the university system in disgrace and possibly result in lawsuits against it.
3. In order for record managers to manage records effectively, the university administration should acquire the necessary tools, equipment, contemporary storage, and security facilities.
4. Nigerian universities should embrace full e-records management system/practice and use the traditional facilities serving as back-ups

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