

Influence of Management of Government Records to The Promotion of Good Governance in Two Ministries of Katsina State

BY

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Abstract

This paper examines 'the influence of management of government records to the promotion of good governance in two ministries of Katsina State'. Two research objectives were stated : to find out the type of policy used in the management of records and to find out the influence of management of records to the promotion of good governance in Katsina State; the literature were reviewed based on the research questions, the method used in this study was survey and the population of the study is 55 which comprised records managers, staff officers, secretaries among others, the findings of this study indicated that there is no records management policy in the ministries and the area in which records influence governance are for effective administration, decision making and accountability, recommendations were provided such as; awareness campaign through seminars and workshops should be provided to the staff of the offices and records management policy should be made available and implemented for the efficiency and effectiveness of management of records in the ministries.

Introduction

Records are valuable assets that need to be managed and protected; because they are the key document generated in every organization from daily operational activities. Records are carriers of information that play crucial role in most human endeavors, institutions and organizations and are essential in planning, monitoring and decision making. All organizations create records to support and provide evidence of their transactions. The International Council on Archives' (ICA, 2008) Committee on Electronic Records defined records as "information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity". Records management in ministries includes utilization of information stored as records which is an important resource to ministries. Effective management of records in the ministries assists in attaining the objectives of those ministries. Kentucky's Public Records Management Law (2012) described records management in organization as the systematic control of recorded information of an organization regardless of format, from original creation to ultimate disposition

Statement of the Problem.

The aim of records management is to provide the right information at the right time, in the right order, to the right users at the lowest possible cost. Availability of the right type of records will remove ambiguity and firmly establish who did what, when, why, and how, which are powerful means of constraining individuals from engaging in fraud and corruption. They are valuable asset which must be managed efficiently and effectively, and must be

protected because they provide evidence of action, events or decision taken. Accurate and reliable records are needed by ministries to support the ongoing day-to-day affairs of the ministries. Proper records management is the basis for accountability, transparency, democratic governance, elimination of corruption and efficient use of public resources (Mutula and Wamukoya, 2009).

Investigation by the researcher has shown that, records in the two ministries of Katsina State are not given proper and adequate attention in their storage. Some records in the ministries can be seen scattered, mutilated; dusty, squeezed, as a result of which some may get missing. The government records in the Ministries of are of great importance in the areas of effective service delivery, decision making processes, planning, actions, solving problems of the ministries, transparency and accountability, the researcher intends to uncover the management of government records in two ministries of Katsina State, with the aim of identifying its influence on good Governance and service delivery.

Research Questions

1. What type of Record Management Policy is used in Katsina State Ministries of Education and Agriculture?
2. What is the influence of Record Management in the promotion of good governance in Katsina State Ministries of Education and Agriculture?

Objectives of the Study

1. To find out the type of Record Management Policy is used in Katsina State Ministries of Education and Agriculture.
2. To identify the influence of Record Management in the promotion of good governance in Katsina State Ministries of Education and Agriculture.

Literature Review

Records Management Policy

Policy is a statement of agreed intent that clearly and unequivocally sets out an organization's views with respect to a particular issue; it is a set of principles or rule(s) or procedure that provide a definite direction for an organization for the purpose of achieving a goal. According to Duran (1991) in Diso (2011) cited by Gani (2014) policies contain a set of interrelated principles, laws, guidelines, rules, regulations and procedures guiding the oversight and management of a programme. Other aspects are their scope of coverage, period/time frame within which they are implemented, which maybe immediate, short-term, medium-term or long-term. However, Biz manual (2012) explained policy as a guiding principle used to set direction in an organization. It can be a course of action to guide and influence decisions or that which is to guide decision making under a given set of circumstances within the framework of objectives, goals and management philosophies as determined by the management. In a library, a policy is a written statement of the library's intentions for developing new ideas and actions to be taken.

Influence of Records on Good Governance

Good governance means focusing on the organization's purpose and on outcomes for citizens and service users, it means performing effectively in clearly defined functions and roles. It means taking informed and transparent decisions. However, good governance is the developing of capacity and capability of the governing body to be effective and efficient, it is a way of engaging stakeholders and making Accountability real. According to Danida, (2007) Good governance is the transparent and accountable management of human, natural, economic and financial resources for the purpose of equitable and sustainable development, in the context of a political and institutional environment that upholds human rights, democratic principles and the rule of law. Good Governance in a broad sense ensures people's participation and thereby the ability to gain power, shape their own lives and express their views (United Nation Development Program, 2002). In the view of Dasuki (2014) essence of good governance is to effectively lead and guide the

instruments of the state to meet the needs of citizens, effectively balancing presents needs while anticipating future trends and the ability to optimally achieve these balances is what defines good governance.

According to Amoako (2003), good governance entails the existence of efficient and accountable institutions political, judicial, administrative, economic, corporate and entrenched rules that promote development, protect human rights, respect the rule of law, and ensure that people are free to participate in and be heard on decisions that affect their lives. Okot-Uma (2004) viewed good governance as comprising the processes and structures that guide political and socio-economic relationships, with particular reference to commitment to democratic values, norms and practices, trusted services, and to just and honest business. Poor governance (on the other hand) is characterized by arbitrary policy making, unaccountable bureaucracies, un-enforced or unjust legal systems, the abuse of executive power, a civil society unengaged in public life, and widespread corruption (World Bank, 2004).

Moreover, governance has to do with the manner in which responsibilities are discharged. Where such responsibility is done in an effective, transparent, and accountable manner is termed good governance while bad governance is associated with maladministration in the discharge of responsibility.

Methodology

A survey method is a systematic means of data collection was adopted for the study. According to Obeka (2011), survey method is a distinctive methodology in social scientific research with extensive application in anthropology, economics and statistics. Survey helps the researcher to gather information on which sound decision is made at less cost but greater efficiency. The research method is found relevant to this study because it enabled the researcher to collect needed data for the study. The population of this study comprised all the 23 record managers in the records management offices, 2 Staff Officers, 16 Secretaries, 12 Directors and 2 Permanent Secretaries in the two Katsina State Ministries, these make up a total of 55 persons. The researcher engaged the services of research assistants that assisted in the administration of the questionnaires. The research assistants were the staff of each of the studied ministries and they were trained and made to understand the purpose of the study. The researcher personally visited the ministries with the research assistants for proper guidance and

introduced them to the contact persons. The data collected were analyzed using tables, frequencies and percentages in the form of descriptive analytical tool in which the frequencies of the responses were indicated as to the , policy availability and **Findings and Discussion**

implementation and influence of management of records in governance of the two ministries.

Table 1: Records Management Policy

Tools for Management of Records	Frequency	Percentages
Records management policy	18	32.73
Records retention and disposal schedule	17	30.91
Records management scheme	20	36.36
Total		1000

Table 1 showed that records management policy with 18(32.73%) is not available in the ministries and it is not implemented. While records retention and disposal schedule with 17(30.91%) which is the least is not being used for the disposal of records in the ministries and records management scheme with 20 (36.36%) is also not available in their respective ministries. The implication is that in the process of managing those records, there would be mixed Up, this will bring difficulties in the arrangement and location of the records for use.

Influence of Records on Good Governance in Katsina State Ministries.

Research question number two aimed at determining the extent to which records management influence good governance in Katsina State Ministries. In order to achieve this, list were provided on the contribution of records management and on the relevance of management of records on good governance for respondents to tick for their respective ministries, as it was indicated in Table 2.

Table 2: Contribution of Management of Records Towards Effective Administration in the Ministries

Contribution of Management of records	Frequency	Percentage
Forming the Basis of Formulating Policies	12	21.82
The Basis for Future Plans	14	25.45
Decision Making Process	15	27.27
Transparency and Accountability	14	25.45
Total	55	100

Note: * = Multiple Response

From Table 2 the respondents responded that management of records in the ministries contributed immensely to decision making process with 15(27.27%) and then followed by the Basis for Future Plans 14(25.45%) and Transparency and Accountability 14(25.45%) respectively. However, Forming the Basis of Formulating Policies is the least in the Table with 12(21.82%). Respondents opined that records management ensures the orderly and efficient use of information which enables ministry officials to perform their functions successfully and efficiently. From the Tables, management of records also form the basis for formulating policies, future plans, decision making process as well as transparency and accountability. Moreover, records and the evidence that they contain according to Isa (2009) are the instruments by which ministries can promote a climate of trust and overall commitment to

good governance. This implies that without records, the ministries cannot operate and decisions and actions will not be properly taken. The researcher observed complains on the partialities and complain of missing files of staff especially during promotion exercises.

Findings

1. Records management policy is not available in all the ministries studied.
2. Records management has influenced good governance in the two Katsina State ministries in the areas of effective administration, decision making process, accountability, and fast track service delivery and informs the ministries about future decisions.

Conclusion

From the summary of the findings it can be concluded that the two Katsina State ministries stored and retrieved records for different purposes, but records management policy is not available. It can also be concluded that with effective and efficient records management policy and implementation there would be efficiency on governance in the areas of administration, decision making process and accountability.

Recommendations

1. There shall be a records management manual or series of manuals, guide lines or policy for records management and the administrators should make sure that there would be full implementation of the policy.
2. For records to have full impact on governance, the ministries should organize an awareness campaign through seminars and workshops on the influence of records on the promotion of governance in the ministries. Qualified records managers with at least a diploma in records management should be recruited to take care of the records management of the ministries.

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