

ASSESSMENT OF RECORDS MANAGEMENT PRACTICES AMONG THE
ADMINISTRATIVE STAFF OF UNIVERSITY EDUCATION: A CASE STUDY OF
BISHOP STUART UNIVERSITY

BY
AHIBISIBWE ALEX
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ABSTRACT

The study was about the assessment of Records management practices among the administrative staff of University Education; case study of Bishop Stuart University

From about, the types of records kept in Bishop Stuart University were; financial records, administrative records, email and medical records.

From the findings of the study, the researcher found out that there were importance of Records Management practices among the administrative staff in Bishop Stuart University and these include; references, records for evidence, budgeting, safe guard vital information, decision making-accountability and planning.

The researcher found out that there were challenges of records management practices among the administrative staff in Bishop Stuart University and among ones were; Lack of enough funds to purchase necessary equipment such as books, computers and files, misfiling, lack of enough computers, lack of enough reading space, quick deterioration of records, shortage of qualified staff, Excessive records costs and lost records.

The study concluded that there were strategies used to improve Records management practices among the administrative staff in Bishop Stuart University, which included; use of modern technology, updating records, use of proper storage, trained staff, filling of records in alphabetic order and automation of records.