



World Scientific News

An International Scientific Journal

WSN 190(2) (2024) 320-331

EISSN 2392-2192

The Significance of Adequate Records Keeping in School Administration in Nigeria

Kehinde Ojo¹ and Victor Olugbenga Ayoko²

Department of Educational Foundations, Faculty of Education,
National Open University of Nigeria, Nigeria

^{1,2}E-mail adress: Kennamin31@yahoo.com , victorayoko@gmail.com

ABSTRACT

This is a qualitative study that examined record keeping as one of the key areas of educational laws and regulations in Nigeria's secondary education system. Education law requires every educational institution to keep and maintain statutory and non-statutory school records which serve as a database of the school. Record keeping is one of the most important administrative factors of educational institutions which the school administrator must practice. It is very difficult to plan and control any formal organization effectively without proper record-keeping. This study therefore examined the concept of record keeping, types of records and books mandated by educational laws for secondary schools to keep, the legal implications of keeping records in schools, problems of record keeping in schools, characteristics of a good record, and methods of proper record keeping. The paper adopted a literature review in the interpretive research paradigm to examine the concept of record keeping and different types of record keeping and their impact on the effective administration of schools. Secondary data were collected from online publications and print materials and arranged into themes for content analysis. The study ascertained that record keeping is one of the important factors for the effective administration of the educational system in Nigeria. It was recommended that the government should regularly organize different leadership training for school administrators to update their knowledge on the act of proper record keeping.

Keywords: Administration, Record Keeping, Education Laws, Statutory Records

1. INTRODUCTION

Record is defined as the information created, received, and maintained as evidence by an institution or individual before the law court, or in a business transaction. Information is an important part of every organization, it is expected that information should be reliable, accurate, complete, precise, and sufficiently up-to-date. Record keeping provides easy access to information when needed and sees to it that the information is also properly destroyed when no longer useful. This enables the task of running the school system very smoothly as well as enables the organization to achieve the legal and financial conditions (Achuonye & Nwiyi, 2021).

Record keeping in school is the act of preserving information gathered in every area of the school and safely keeping it for future purposes. It is among the important administrative needs of the educational institution in which the school administrator and teachers must practice. Without proper record keeping, it will be very difficult to organize and control the activities of the institution effectively. Record keeping is the act of keeping track of the history of a person's or organization's activities, generally by creating and storing consistent formal documents. The school setting is seen as a body with different parts, history, culture, tradition, and departments with records containing different information and data (Adegbesan, Balogun, Ajao & Olawale, 2020). Administration is a major foundation of an organization, be it public or private, industry or school. It is a specified area of study with specified concepts, knowledge, and competence needed to improve the professional ability of an administrator. It is the process of organizing, coordinating, and controlling the available human and material resources to achieve the organizational goals (Agu, 2021).

The school records include all formal reports, books, diskettes, and files which contain vital information about all the activities which are properly documented and filed in the administrative office and the school's official site to recollect the information when needed. Some of the records are usually kept by the school administrators while some are also kept by the teachers and administrative staff (Olalere & Oladapo, 2021). The records are important because they affect every area of school operation which includes financial management, staff management and the management of available facilities and equipment.

The aim and objectives of education can be realized only through effective administration which will produce an overall excellent performance, and record keeping is one of the key factors to be considered (Alabi, 2017). Unfortunately, studies have shown that some education officers are found wanting in the area of proper record-keeping practice. Therefore, this study set out to investigate the implication of record-keeping processes in the secondary school educational system in Nigeria.

2. THEORETICAL SUPPORT

This study is supported by the record continuum theory propounded by Frank Upward in collaboration with his colleagues; Sue McKemmish and Livia Iacovino from Monash University Australia. They created the Records Continuum Model (RCM) in the 1990s and first published his paper in 1996 in reaction to the trending views about the problems of managing digital records and archives in the discipline of Archival Science (Upward, 1996). The RCM was described as a continuum process where organizational activities transform documents into

records, evidence and memory that are used for multiple purposes over time. The RCM is valuable because it can help to locate where on a continuum record keeping activities are or can be placed. According to Upward (1996), in the continuum, the recordkeeping processes carry records forward through space-time to enable their use for multiple purposes. This implies that records are always "in a state of ongoing" and new contexts are added through the recordkeeping processes.

From the above theoretical foundations, recordkeeping can simply be defined as the various activities performed on records that add new contexts such as inputting a record into a system, updating data or selecting it for archive purposes. The RCM did not see the record as just an object but records are seen as part of a continuum of activity related to known a particular context. A record is therefore a part of larger social, legal, educational, cultural, political and archival processes across space-time (past, present and potential future).

The RCM is valuable because it can help to locate where on a continuum recordkeeping activities are or can be placed. A good school administrator must be able to guarantee the reliability, authenticity, and completeness of all records (both paper and digital) in the school system so that sustainable recordkeeping that can connect the past to the present and the present to the future can be achieved. The best practice for managing both electronic and paper records in school administration is the continuum concept because it promotes efficiency, improves responsiveness and satisfies user's requirements. Adequate record keeping should be a continuous practice in the school system so that the records can be seamlessly accessed for current organizational and archival purposes of forecasting, smooth administration and decision-making. Adequate record keeping in the school system must be done on daily basis to ensures that there is peace and social cohesion in the education sector (Olalere & Oladapo, 202)

3. METHOD

The paper adopted a literature review in the interpretive research paradigm to examine the concept of record keeping and different types of record keeping and their impact on the effective administration of schools. Secondary data were collected from online publications and print materials and arranged into themes for content analysis.

4. RESULTS AND DISCUSSION

4. 1. Concept of Record-Keeping

Record keeping in general is about the administrative activities and duties performed by the school principals and staff to maintain and keep vital and relevant information concerning the activities of the school. It has to do with the proper documentation of information and updates towards the realization of the aims and objectives of the institution. Without proper record keeping, there can be no accountability, easy decision-making processes, quality performance, task accomplishment, and effective administration because all of these depend on the accessibility of usable records. Without access to records, it is impossible to determine responsibility for actions and to hold individuals accountable for their deeds (Odeniyi & Adeyanju, 2020). Record keeping is a key factor in establishing how effective and efficient the school system is. It is core in the administration of the educational institution. This is because

it ensures proper accountability, an appropriate plan of action, a decision-making process and effective monitoring. A record should consist of proper information, it must be provided whenever the need arises, should be easy to access, and must be properly secured.

The penalties for schools that refused to keep certain records and books are well stated in the Education Law of 1964. There are two groups of records; the statutory records are the records that are to be made available to the office of the Ministry of Education during the inspection of the school; they are kept under the education law. Some of these records include the education inspector's reports, organizational charts, lesson plans, and lesson notes for teachers among others. Non-statutory records are school records that are kept purposely for administrative convenience. Such records include staff minutes books, inventory books, cash, and account books. These records are not prescribed by law, but they are important to the smooth running of the school system (Amachukwu & Nwachukwu, 2015).

4. 2. Record Life Cycle

Theodore Schellenberg et al. (1960) introduced the record life cycle model. The Records Life Cycle (RLC) explains the phases a record passes through from its creation to the final phase over the period of the lifespans. RLC also entails how these records are retrieved and archived. The RLC is an essential part of school administration because it ensures that all statutory and non-statutory documents are adequately stored, preserved, and disposed of as at when required. The procedures as shown in Figure 1 below ensure that vital information is up-to-date, readily available, secured, and prevented from being misused in the school system

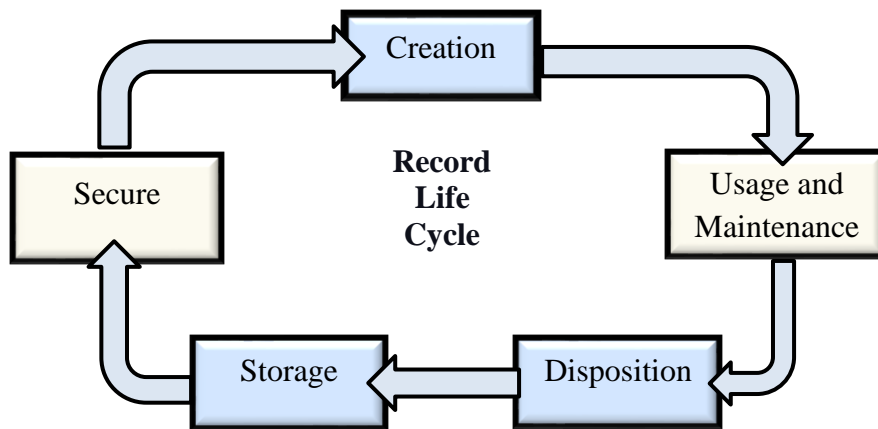


Figure 1. The Phases of Record Life Cycle
Source: Ojo & Ayoko (2023)

4. 3. Types of Records

There two types of school records according to Igbokwe, Osuagwu & Anaele (2017). These are statutory records such as admission/withdrawal register, progress register, attendance register, school diary, syllabus, time-table, scheme of work, log book, time/movement books, visitors book, lesson plan/note for teachers, etc. and non-statutory records such as achievement badge, school magazine, records of seminar, workshops records, school suggestion box, school calendar, exit card, lesson attendance by teacher, farm report requisition book form,

inspection/supervision report file, requisition book reports, confidential, health report. Statutory records have legal implications and are mandatory to be kept in schools while non-statutory records are essential but not mandatory.

Generally, the records kept by the school administrators are usually different from the ones kept by the teachers. The admission register, logbook, school cashbook, visitor's book, staff attendance register, confidential files, staff movement book etc., are the records kept by the administrators of the school, while the attendance register, the school diary, the school timetable and lesson notes are some of the records kept by the teachers. However, the school administrator has the sole responsibility of keeping the school records (Alabi, 2017)

4. 3. 1. Statutory Records

(a) Admission and Withdrawals Register

This book contains the personal information about every student that is at one time or the other enrolled in the school. It properly documents the names, ages, gender, address, and name of the student's parents or their guardians. Each student is given an admission number for proper identification. Okpara, Ngwuogu & Pratt (2015) pointed that to be able to determine the school population at a glance, "there is need to enter in-coming student transfer certificate numbers accepted on transfer likewise the outgoing ones". The importance of this record is that it helps the administrator to know the population of the students which will guide him in the planning procedure, in managing and in the allocation of the available resources. It's also useful to the students in situations where they students need reference letters probably for appointments or in furtherance of their education career.

(b) Education Edits and Laws

"Education edits are pronouncements of a law governing an educational system. They are decrees or proclamations issued by an authority that has the force of law" (Amachukwu & Nwachukwu, 2015). Education laws are those laws that are made purposely for the administration of schools, to guide, and monitor the activities of the school system. The education edits and laws provide useful information for administrators and teachers about their rights and limitations, and the legal implications of what they do as it affects their dealings with students and parents in the school system (Alabi, 2017).

(c) School Budget Book

This book contains the school's budgets of income and expenditure for a given fiscal year. The book is very important to the administrator of the school; this is because as the enrolment in the school increases there will be a need for additional facilities. Akinsolu (2008), describes school budgets as plans outlined for financing the education school system for a given period aimed at translating objectives into reality. According to Morphet et al (1974), the school budget directs the financial policy, adequate details must be adhered to. The budget must consider the educational policies. The existing ones equally must be improved upon else the available materials may be inadequate or they may be overused. Keeping this record will allow the administrator the opportunity to plan and manage the grant provided for the school and some other financial resources very well to avoid wastage and misappropriation of funds.

(d) Disciplinary Records

These records document the various offences committed by students, they contain the name, class date and the nature of the offence committed. This record is important because it protects students from unnecessary punishment; it equally protects the teacher from being assaulted by

parents or students. The school administrator must approve of any disciplinary action before it is administered to the students, and this must be well documented for reference purposes.

(e) Visitors' Book

The visitors' book keeps records of the names and addresses of important personalities at the school, the date and time, and the purpose of their visit. This is an important record because the remarks and recommendations made by the visitors will help the administrator improve his performance and make the necessary adjustments in the areas where needed.

(f) Attendance Register

The attendance register shows the daily record of student attendance in each class in the school. The class teacher is usually in charge of the attendance register; he closes and submits it to the school administrator at the end of the term. Through the attendance register, investigations about students' absence can be done properly and reported to the school administrator to predict the learning loss of the student through irregular attendance. It serves as a check on the students' punctuality and regularity at school. It is very important to say here that teachers must be very careful in the way they handle the attendance register for incompetency in its operation could result in a teacher's assault or litigation. The attendance register according to Asamoye et al. (2019) gives historical details on each parents and students, the numbers of males and females in each class, accounts for students that are indebted or have paid tuition, It indicates names of pupils who are in regular attendance to the school, those who partially attend and names of absentees due to sickness or truancy, gives the teachers opportunity to study the behaviour of the students and it gives detailed Data needed by education planners, school administrators, school inspectors and serves as a valid evidence to save the school from a lot of embarrassment in case of legal issue.

(g) Scheme of Work

This serves as a guide that helps the teacher plan their lessons to cover the content of each subject. It outlines every topic the teacher plans to teach, the teacher's utilisation of the instructional materials, methods of instructional delivery, classroom activities, and students' evaluation as specified in the curriculum to be able to achieve the aim and objective for each subject. (Ozigi, 1977)

(h) Lesson Plan

These are written every week, and they specify what topic the teacher will teach the steps to follow, the number of periods per topic, the behavioural objectives, instructional materials and assignments or class activities. It is written based on the school's scheme of work and curriculum. Lesson plans are school records kept by the teacher purposely to guide them during instructional delivery. Ali Bin-Hady & Abdulsafi (2018) opined that the teacher should consider the followings before planning any daily lesson; 1) source for relevant materials, 2) establish the aims and process to be used to teach, 3) imagine the difficulty level and adjust the teaching materials to the comprehension levels of the students, 4) determine the time needed required for each stage of the teaching-learning process, 5) avenue for robust interaction between teacher and student must be considered, 6) the plan should be activity based.

(i) Cumulative Report Card

This is a record that shows the progressive academic performances of students, it contains in detail the data, scores, and grades of students in the different subjects they offered in school (Amachukwu & Nwachukwu, 2015). This record is very important in that it can be used to

promote the student to the next class, it also provides at a glance the academic progress of students in school. This can be used if the student is seeking to transfer to another school, it will help in the proper placement of the student in the class.

(j) Timetable

The school timetable helps in the coordination of staff and students' activities and work in the school. It serves as a tool through which the subjects, teachers, classroom activities, and school equipment are brought together for the realization of the aims and objectives of the school. It ensures no subject is given unnecessary attention and others are neglected.

4. 3. 2. Non-Statutory Records

(a) Health Record

This record contains the names of the students who were ill while in school and were either treated at the school sick bay or the community hospital. This record documents the nature of the sickness, the treatment given, and the date the student was discharged from the hospital.

(b) Farm Record

This is a book that documents the account, materials, and various activities that are involved in the running of the school farm. The record in most cases is kept by the agricultural science teachers.

(c) School Calendar

It is a document that clearly shows the date and time for various activities of the schools. It shows the number of weeks the school opens for each term; the date the school will be going for mid-term break, the date for public holidays, and some other key events in the school. It reminds the staff and students of the dates for important events throughout the academic year.

(d) School Duty Roaster

This is a record that enables the teachers to know what responsibilities are expected of them. The teachers are assigned to duty every week, at the close of school each day the teachers on duty are expected to write the duty report in the duty report book. The duty report book documents various activities that take place in the school each day.

(e) Staff Minutes Book

This record documents the minutes of various meetings held by the staff of the school. The staff meet regularly to discuss some important matters to promote the smooth running of the school and the details of such meetings have to be well documented.

4. 4. Reasons for Record Keeping in Schools

(a) Decision-Making

School records help the chief executive officer of the school in decision-making. The information provided will enable the administrator to design an appropriate plan of action on issues. Such as the provision of necessary materials for learning, promotion of students, maintenance of school facilities, fundraising, employment of PTA staff and staff welfare. Also, the information provided could be used by stakeholders, policymakers and educational planners.

(b) Accountability

Record keeping is an important means of accountability in that it provides evidence of various financial transactions and management in schools. Also, it creates an avenue for the school inspectors and auditors to accurately investigate the finances of the school, this will prevent misappropriation of funds and financial mismanagement.

(c) Staff Recruitment

Records provide useful information to employers of labour who will need professionals and competent workers for employment. The employer may need prospective employees to provide some information in the form of reference letters, transcripts, attestation letters, and certificates.

(d) Guidance and Counselling

School recordskeeping enhances the provision of effective guidance and counselling services for students in the social, academic, and career options. Accurate Record keeping helps the school administrator, parents and teachers to discover academic setbacks requiring attention and social behaviour aspects needing swift guidance and counselling for immediate adjustment. Appropriate records are also required by foreign agencies, the Government, professional associations, and the school to be kept on the relationship the Counsellors and psychotherapists have with their clients. Adequate records improve quality service delivery assist in making referrals for further interventions when reporting risks to clients, and ensure clients can receive continuity of support. Records are also kept to protect against professional liability and legal or ethical proceedings.

(e) Litigation

Since education laws made it compulsory for all institutions of learning to keep some books and records; records such as the attendance register can be used as evidence against allegations of law of liability (Ayeerun, 2020).

4. 5. Legal Implication of Record Keeping in Schools

There are various education laws/edicts on record keeping in school. Education law in virtually all states of the federation requires that every school must keep certain specified records. For example, section 22(1) of the education regulation law (1964), of former Northern Nigeria stipulated that every institution other than a correspondence college or training college shall keep certain records and books. Section 24 of the same regulations spelt out the penalties for no compliance with section 22(1) (GNN 1964) (Olawale, 2020).

The list below shows some legal implications of record keeping.

- Education law demands that certain records should be kept in schools, if such records are not kept by a school the school is seen to be operating against the education law and can be termed illegal.
- All students are protected by the law to have his/her records in the school as evidence of having attended the school.
- The constitution of the Federal Republic of Nigeria states that record keeping is one of the multi-various activities of the school and so, it must be maintained.
- Students' academic records must be completed and kept thoroughly; any detected mistakes can be taken up by the students and their parents at the law court to seek justice.

- School records, for example, the attendance register can save the school from litigation in connection with the law of liability. The Law of liability means that the school can be held responsible for any injury sustained by the students while in the school.
- Proper record keeping in schools helps in challenging cases of certificate forgery before the law court.
- Every staff must have copies of the current National policy on education; some copies should also be made available for the students at the school library. This is to ensure that both the staff and students have documents that they can refer to regularly (Adegbesan, Balogun, Ajao & Olawale, 2020).

4. 6. Problems of Record Keeping in Schools

Getting correct, detailed, and reliable statistical figures has always been a problem in the school setting, the school is always struggling with facts and figures about student enrolment. Misinformation, inadequate/ lack of competent teachers, inadequate facilities/equipment, and lack of instructional materials all are products of inadequate statistical data which can be linked to poor record keeping in the school system. Listed below are some of the problems confronting proper record-keeping in secondary schools in Nigeria.

(a) Inadequate Orientation

Inexperienced officers, who are still new on the job and who are not properly trained in the act of keeping records, do not know how to manage some documents and students' records. Such officers can be careless with some important documents thereby making it difficult to locate such documents when needed.

(b) Inadequate Supervision/Inspection

Lack of regular and effective supervision by the school administrators, the officials from the zonal education office, and the officials from the inspectorate division of the Ministry of Education is a major problem for record-keeping in secondary schools. Some administrators hardly find time to check through and monitor the activities of their staff to ensure that all necessary documents and records are properly kept. Also, there are not enough personnel from the inspectorate division to go out for school inspection, the few officers that are to go for inspection sometimes complain of unavailability and fuelling of the official vehicle to move around for school inspection.

(c) Transfer and Retirement of Staff

Sometimes, staff on transfer/retirement do not remember that they have some official documents in their care. Some of these staff are in a hurry to leave and report in their new place of assignment without the proper handing over of records and books to the appropriate authorities. While some leave without completing documents with pending data. These lapses apparently will constitute a problem for the new incoming officer who is to take up the schedule of duty of such officer on transfer or retirement.

(d) Inadequate Provision of Materials for Record-keeping

Records are usually easy to keep when there is adequate provision and prompt supply of materials to keep them including a computer system. In some cases, records such as records of work, scheme of work, attendance register, and some other records are not made available in schools on time. This is not good for record keeping. The computer system which is the best material for proper record keeping is not even available at all in most secondary schools.

(e) Poor Power Supply

Ogunode & Ayoko (2022) observed that, to achieve the aims and objectives of schools, regular supply of energy (power) is needed. Energy is key educational resources required to run all office equipment including the computer system that is use for record keeping. Stable energy provision to the tertiary institutions in Nigeria is far from expectations because it is difficult to see any tertiary institutions enjoying stable supply of energy. As of today, computer system is still very expensive in Nigeria; there is little, or no provision made for school to be able to acquire and use the computer system in the act of keeping records. Where they are available, the use depends solely on electrical power supply, unfortunately, inadequate power supply has made it very difficult to use. This is because in the absence of electricity, generating sets or solar power that is more expensive to operate must be used to power the computers. This affects proper record-keeping in schools (Lawal & Idris, 2022).

4. 7. Methods of Proper Record-Keeping

(a) Training and Refresher Courses for Staff

Officers managing records should be trained and retrained. Newly recruited officers should be given an induction programme and be trained in the act of using technology to manage records, how to carefully handle student records and how to properly save them.

(b) Proper Monitoring and Supervision of Schools

There should be regular monitoring and inspection exercises of schools. The school administrator should endeavour to check and monitor the activities of his/her staff to see that all records are properly kept. Also, the government should make provision for manpower supply as inspectors, and in addition, provide official vehicles with an arrangement for constant fuelling to ease the work of the school inspectors.

(c) Proper Handing Over of the Relevant Document

Both the staff on transfer and retirement should endeavour to do proper handing over of records and documents in their care before leaving. Also, the letter of transfer should be given to the affected staff ahead of time to give the teacher enough time to complete all pending documentation.

(d) Adequate Provision of Record Materials

Adequate provision should be made for materials for record-keeping, and this should be done right on time. Also, schools should embrace the use of technology in keeping records. This will ensure the safety of the record and ease the retrieval of the record when needed. Staff should also be trained for effective utilization of the computer system.

(e) Increases in Grants for Schools

Computer operation depends largely on electricity supply. Considering the nature of power supply in Nigeria, schools have to depend on generating sets or solar power as an alternative to public electricity supply; also, the cost of maintenance is so high. Therefore, there is a need for the government to install solar power or increase the grants given to schools so that they would be able to afford and maintain the use of generators.

4. 8. Characteristics of Good Record-Keeping

- A good record must be factual – It must contain verifiable facts and must be honestly kept.

- Unambiguous – It must be legibly written and capable of one interpretation.
- Promptly kept- It must be promptly kept avoiding guesswork at the date and be ensured of authenticity.
- MUST be duly signed to show it's from a reliable source, comprehensive and up to date.
- It must be accessible and easily retrievable on demand or when needed.
- Safely Kept- It must be safely kept from termites' water and fire.

5. CONCLUSIONS

Record keeping is an important area of educational laws and regulations. The school record needs to be accurate, and comprehensive, and contain all relevant data of students and the documentation of various activities of the school. This study revealed that the keeping of some statutory records and books can save the school and staff from the law of liability, while the keeping of non-statutory records would ease the task of managing the institution.

Proper record keeping will provide adequate information and correct figures which can be used in planning, allocation of educational resources, and in the decision-making processes.

If records are properly kept in schools, there would be organizational effectiveness, and this will ultimately lead to the realisation of the aims and objectives of education. Therefore, secondary school staff including the school administrators should be constantly trained in the act of proper school record keeping.

References

- [1] Adegbesan, S. O., Balogun, Z. B., Ajao, R. L., & Olawale, S. S. (2020). Record Keeping as a measure of effective administration in secondary schools. *Planning Strategies Journal of Contemporary Issues in Educational Planning and Administration*, 5(2), 1-7
- [2] Adeogun, A.A. (2004). Economics of education Lagos. Joja Educational Publishers
- [3] Agu, J. C. (2021). Influence of Teacher's Classroom Management Technique on Students *Journal of Innovative Education Research*, 9(1), 33-44
- [4] Alabi , A. O. (2017). Record Keeping as a Measure for Effective Administration and Governance. *Journal of Public Administration and Governance*, 7(2), 22-34.
- [5] Ali Bin-Hady, W.R & Abdulsafi, A.S.T. (2018). How Can I Prepare an Ideal Lesson-Plan? *International of English and Education*, 7(4), 275-289
- [6] Amachukwu, R. N., & Nwachukwu, P. O. (2015). Excellent School Records Behaviour for Effective Management of Educational Systems. *Journal of Human Resource Management Research*, 5(1), 12-17
- [7] Asamonye et al (2019) School Records in Basic Schools. *Journal of Applied Sciences*, 5(1), 41-52

- [8] Ayeerun, M. S. (2020). Principals' Awareness of Educational Law and Instructional Supervision Effectiveness in Public Secondary Schools in Ondo State Nigeria. *Journal of Research in Educational Management and Business Studies*, 5(2), 173-192
- [9] Igbokwe, C., Osuagwu, L.A. & Anaele, A.C. (2017). Teacher effectiveness in science education. In Okeke, EAC (ed) Science education in Nigeria. A book of readings in Honor of Prof of B.C. Ijioma, 317-322, Owerri: Divine Mercy publishers
- [10] Lawal, H., & Idris, A. (2022). Roles of Information and Communication Technologies for Record Keeping in School Management and Administration for Effective Teaching and Learning. *International Journal of Research and Communication*, 7(4), 30-33
- [11] Morphet, E, Johns, R.L. and Reller, T.L. (1974). Educational organization and administration, concepts, practice, and issues New Jersey, Englewood cliffs
- [12] Odeniyi, O. A., & Adeyanju, A. S. (2020). Assessment of School Record Management in Secondary Schools in Federal Capital Territory. *Open Journal of Education Development*, 1(1), 54-65
- [13] Ogunode & Ayoko (2020) Implication of Unstable Power (Energy) on Administration of Tertiary Institutions in Nigeria. *European Multidisciplinary Journal of Modern Science*, 6, 10-18
- [14] Olalere, E. O et al. (2021). Record keeping management and Effective Administration in Nigerian Secondary Schools. *Journal of Education and Practice*, 12(5), 7-33
- [15] Okpara, D., Ngwuogu, P.O. & Pratt, E.T. (2015). Refocusing educational leadership in the era of colobalization for sustainable development. In Abraham, N.M., Durosaro, D.O., Nwadiani, M., Kpee, G.G., Okon J.E. & Odiba, I.A. (eds). Politics of Education and National Development in Nigeria. Nigerian Association for Educational Administration and planning. (NAEAP). University of Port Harcourt press Ltd. Nigeria 369-376.
- [16] Ozigi, A.O. (1991). A Handbook of School Administration and Management. London: Macmillan.
- [17] Upward, F. (1996). Structuring the records continuum – part one: post-custodial principles and properties. *Archives & Manuscripts* 24 (2), 268-285