

# **DIGITAL ARCHIVING FOR THE ADMINISTRATIONS OF PUBLIC SENIOR SECONDARY SCHOOLS IN RIVERS STATE**

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## **Abstract**

The study investigated digital archiving for administration of public secondary schools in Rivers State. Three research questions guided the study and three hypotheses were tested at 0.05 significance level. Descriptive survey design was adopted for the study. The study was anchored on Frank Upward (1996) Record Continuum Theory. The population of the study comprised 804 administrative staff in public Senior Secondary Schools in Rivers State. Sample 1 size of 643 administrative staff representing 80% of the population was drawn using stratified random sampling technique. The instrument used for data collection was the researcher's developed questionnaire titled Digital Archiving Questionnaire (DAQ). The reliability of the instrument was ascertained using Cronbach Alpha Statistics. The overall reliability index yielded 0.79. Mean ratings and standard deviation were used to answer the research questions while Z – test was used to test the null hypothesis at 0.05 level of significance. The findings of the study revealed that there are no adequate strategies put in place for digital records creation, digital records preservation, efficient retrieval of digital records and digital records classification for the administration of public senior secondary schools in rivers state. Also the findings showed that the strategies for improving digital archiving include: Provision of strong internet band widths, periodic staff training on digital skills, provision of computer systems in schools, creating computerized catalogue and providing archival collection policy. Based on the findings, it was recommended amongst others that the school administrator should be motivated to create and store records using digital technology.

**Keywords:** *Digital Archiving, and Administration.*

## **Introduction**

The rapid growth in the creation and dissemination of digital materials for administrative purposes has emphasized the speed and ease of short-term dissemination with little regard for long-

term presentation of digital information. However, digital information is fragile in ways that differ from traditional technologies such as paper or microfilm which is more easily corrupted or altered without recognition. Digital storage media

have short life span, and digital information requires access to technological changes at an increasing pace. More often, information such as multimedia are closely linked to the software and hardware technologies that cannot be used outside the created environments. Due to the advancement in technologies, administrators need to consider digital archiving for the presentation of digital records.

Archiving is the process of moving information that is no longer actively used to a separate storage device for long-term preservation. Niven (2014) defines digital archiving as the process of converting records into digital form for the purpose of long-term preservation and providing online access. It helps to hold important organization old information, materials or documents that may be needed for future reference. A print out on paper or a transfer to microfilm can only be considered as a temporary archiving solution which is applied in expectation of fully digital record keeping procedures.

A digital archive is a repository that stores one's collection of digital information with the intention of providing long-term access to the information. Digital archiving involves the use of technology (hardware and software) in managing valuable records that are born digital and those converted into digital form over the information management life cycle. Thus, it seeks to preserve information regardless of the media on which the information is stored. Computer disks and other magnetic and optical media degrade and the information in them is lost unless it has been moved to other media. Hardware and software are changing rapidly; the physical

media on which the digital data are stored are not permanent. Therefore, other methods are necessary to ensure wider access to a long term preservation of digital data.

Moreover, it is the responsibility of every school administrator to ensure the successful operation of the school. School operation cannot be possible without record keeping. It is believed that efficient record keeping is very vital for the effective administration of the school, but many administrators seen to have done little or even failed in keeping accurate and up-to-date records of students, teachers, school finance, physical facilities, teaching-learning resources, learning outcomes, extra/co-curricular activities and community involvement and decision-making for effective school administration. The school administrators determine the records to be created, stored, used, retrieved, maintained and produced for audit and for future use. This is due to the indispensable role records and information plays in day-to-day activities of the school system and a way to preserve the tradition of school culture and image. When these records are created, stored, retrieved and utilized appropriately, execution of administrative functions may likely be easy.

Poorly kept school records can hinder the efficient and effective monitoring of activities, which can in turn affect the determination of students' academic performances in the school. The administrator's ability to keep accurate and up-to-date records could to a great extent, enhance their administrative effectiveness. In other words, for effective management of schools, there is a need for principals or

school administrators to develop the skill of keeping accurate and up-to-date records about the school's activities, which will be useful for evaluating teachers job performance, planning for teachers recruitment and training, decision-making as well as organizing other school activities. When these records are created, stored, retrieved and utilized appropriately, execution of management functions may likely be easy because various disciplines will be deployed in appropriate numbers based on school need. School records can be stored in two forms namely manual and digital methods.

It is pertinent for school administrators to create accurate records systems for effective school administration. An effective records management system should be created for effective records are sufficient for audits, official copies for decision-making and litigation. Records therefore, are information in whatever form which is very necessary for existence and smooth running of educational institutions. Ememe, Egu, and Njoku (2011) asserts that records could be kept in books, files, computers or flash drives and are always made available/accessible for future reference. This is exigent because records such as a documental statement of facts about persons, facilities, proposals and activities in and about the school are the life wire for school administration.

Records Classification is the process of identifying and arranging records. Digital archiving provides a platform for categorizing records according to logically structured conventions, methods and procedural rules represented in a classification system. The

task of classification helps to identify different categories of functions and activities, and the records generated as a result of the work performed, and group those records into logical units in order to facilitate access, storage and disposal. This unit defines both classification and functional classification and then examines the benefits of developing effective functional classification schemes. It then looks at key steps involved in classification, including identifying different types of files, determining the complexity of the classification scheme and standardizing information in the scheme. The classification scheme is one of the important foundations of accurate records keeping. It is the central tool used to describe, categorize and control records. The classification scheme should process series or groups of records efficiently and effectively so that retention and disposition rules can be applied consistently; when used in a digital environment, a further goal is to allow for the comprehensive computerized search and retrieval of both the record and the metadata. Classification enables the creation of a structured file plan so that everyone in the organisation can easily identify the one logical and unique physical or intellectual 'place' in which to file records.

The business of record keeping and effective administration in the secondary system has not attained the expected outcomes. Information from school records are vital for effective school administration and the attainment of educational goals. The administrative responsibility for accurate records keeping including inventory and classification, maintenance and retention, storage, access

and retrieval, and disposition are elements for effective record management.

There have been issues of destruction of records due to poorly kept records. This could be as a result of keeping such records in wooden cupboards or on bare floors. Retrieval problems may occur in form of deliberate alteration, erasure as a result of inadequate inventory or classification. In addition, there are also situations where computer files are corrupted by computer virus leading to distortion. These affect statutory or non-statutory, physical or electronic records, which are not properly kept, carefully and systematically arranged for effective administration of the school system.

There is a need for school administrators to develop effective management skills of keeping accurate and up-to-date records keeping about activities, which will be useful for decision making as well as organizing other school activities. When records are created, stored, retrieved and utilized appropriately, the administrative functions may likely become easy. Ereh and Okon (2015) stresses that the school administrators should be equipped with effective record management skills of keeping records for easy retrieval of information when needed and for future use

Despite the importance of school records in the attainment of educational goals and objectives, poor record keeping culture appears to be responsible for management problems facing the secondary schools system today. This suggests improper, poor and inadequate storage facilities, increasing retention of useful but outdated records, inadequate safe space for storage of such volumes,

lack of safeguard on the confidentiality and accuracy of school records. This in turn seems to hamper the level of attainment of quality teaching and learning in the school system. The low priority attention on record management often manifests in the area of missing files, records, falsification of records, missing school plan, destruction of records to cover up something among others.

It is therefore essential that records are kept in school for effective administration, because proper record keeping facilitates efficient retrieval of valuable information, preservation of records, records classification, creation of digital records and archiving policy, which might be helpful in day-to-day operations and decision making in school systems. These high sounding problems prompted this study to investigate digital archiving for administration secondary school in Rivers State.

### **Aim and Objectives of the Study**

The aim of this study was to investigate strategies for digital archiving for administration of public senior secondary schools in Rivers State. Specifically, the study sought to:

1. determine the strategies for digital records creation for the administration of public senior secondary schools in Rivers State.
2. determine the strategies for digital records preservation for the administration of public senior secondary schools in Rivers State.
3. find out the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State.

### **Research Questions**

Three research questions guided the study:

1. What are strategies for digital records creation for the administration of secondary schools in Rivers State?
2. What are the strategies for digital records preservation for the administration of public senior secondary schools in Rivers State?
3. What are the strategies for improving digital archiving for the administration of secondary schools in Rivers State?

### **Hypotheses**

The following null hypotheses which were tested at 0.05 level of significance guided the study

1. There is no significant difference between the mean ratings of principals and vice-principals on strategies for digital records creation for the administration of public senior secondary schools in Rivers State.
2. There is no significant difference between the mean ratings of principals and vice principals on strategies for digital records preservation for the Administration of public senior secondary schools in Rivers State.
3. There is no significant difference between the mean ratings of principals and vice-principals strategies for improving digital archiving for the

administration of public senior secondary schools in Rivers State.

### **Methodology**

The research design adopted for this study was the descriptive survey design. It was considered appropriate for the study because it sought the opinion of the respondents on digital archiving for the administration of secondary schools in Rivers State. The population of the study comprised 804 administrative staff in all the public secondary schools in Rivers State, out of which a sample size of 643 representing 80%, of the population was sampled using stratified random sampling technique. The instrument used for data collection was a self-structured instrument titled "Digital Archiving Questionnaire " and it was structured in line with the Likert four-point scale, in which the respondents indicated strongly agree, agree, disagree and strongly disagree with the scores 4321 respectively. The instrument was validated by research experts, and the reliability coefficient of .68 and .79 was ascertained for each section using Cronbach Alpha Statistics. Mean ratings and standard deviation were used to answer the questions while z-test was used to test the null hypothesis at 0.05 level of significance.

## Results

**Table 1:** Mean ratings and standard deviation of Principals and vice principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State

		$\bar{x}_1$	S.D <sub>1</sub>	Rank Order	Remarks	$\bar{x}_2$	SD <sub>2</sub>	Rank Order	Remarks
1	Training staff on digital record management	2.02	1.07	1 <sup>st</sup>	Disagree	1.53	0.80	2 <sup>nd</sup>	Disagree
2	Providing access To internet connection	1.46	0.71	3 <sup>rd</sup>	Disagree	1.50	0.61	5 <sup>th</sup>	Disagree
3	Making digital devices available such as computer, scanner. CD-writer facilities	1.70	0.92	2 <sup>nd</sup>	Disagree	1.56	0.8	1 <sup>st</sup>	Disagree
4	Designing school website	1.29	0.58	6 <sup>th</sup>	Disagree	1.38	0.56	2 <sup>nd</sup>	Disagree
5	Networking computer systems through Local Area Network	1.35	0.62	5 <sup>th</sup>	Disagree	1.50	0.64	5 <sup>th</sup>	Disagree
6	Procurement of digital storage and backup devices	1.45	0.68	4 <sup>th</sup>	Disagree	1.52	0.65	4 <sup>th</sup>	Disagree
<b>Average Mean</b>		<b>1.54</b>	<b>0.76</b>		<b>Disagree</b>	<b>1.50</b>	<b>0.68</b>		<b>Disagree</b>

**Source:** Field Report 2019

### Legend:

$\bar{x}_1$ : Mean of Principals

$\bar{x}_2$ : Mean of vice-Principals

S.D<sub>1</sub>: Standard Deviation of Principals

S.D<sub>2</sub>: Standard Deviation of vice-Principals

### Scales:

1.00 - 2.49: Disagree

2.50 - 4.00: Agree

Data on Table 1 shows that mean ratings and standard deviation of Principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State. The table shows that the respondents jointly disagreed with items 1, 2, 3, 4, 5 and 6 with the mean score below the criterion mean of 2.50. Again, the overall mean scores on training staff on digital record management was rated highest for Principals and making digital devices available such as computer, scanner, CD-

writer facilities was rated highest for Vice-Principals while designing school website was rated lowest for Principals and providing access to internet connection and networking computer systems through Local Area Network was rated lowest for Vice-Principals. The average mean scores for principals and vice-principals are 1.54 and 1.50 respectively. Therefore, there are no adequate strategies put in place for digital records creation for the administration of public senior secondary schools in Rivers State.

**Table 2: Mean ratings and standard deviation of principals and vice principals on the strategies for digital records preservation for the administration of public senior Secondary schools in Rivers State**

S/N	Strategies for digital records preservation for the administration	Principals = 206				Vice Principal = 411			
		$\bar{x}_1$	S.D <sub>1</sub>	Rank Order	Remarks	$\bar{x}_2$	S.D.	R.mk Oder	Remarks
7.	Selecting what record to archive	1.89	0.98	1 <sup>st</sup>	Disagree	1.74	0.93	1 <sup>st</sup>	Disagree
8.	Cataloguing records by choosing appropriate means of providing access	1.93	1.09	5 <sup>th</sup>	Disagree	1.70	0.86	5 <sup>th</sup>	Disagree
9.	Designing credible digital record management programme	1.82	1.00	3 <sup>rd</sup>	Disagree	1.58	0.81	4 <sup>th</sup>	Disagree
10.	Providing security of digital records	1.95	1.07	4 <sup>th</sup>	Disagree	1.76	0.96	3 <sup>rd</sup>	Disagree
11.	Choosing appropriate technology for digital record preservation	1.74	1.05	2 <sup>nd</sup>	Disagree	1.77	0.91	2 <sup>nd</sup>	Disagree
<b>Average Mean</b>		<b>1.87</b>	<b>1.04</b>		<b>Disagree</b>	<b>1.71</b>	<b>0.89</b>		<b>Disagree</b>

*Source: Field Report 2019*

Data on Table 2 shows that mean ratings and standard deviation of principals and Vice-principals on the strategies for digital records preservation for the administration of public senior secondary schools in Rivers State. The table show that respondents jointly disagreed to items 7, 8, 9, 10 and 11 with the mean score below the criterion mean of 2.50. Again, the overall mean scores of principals and vice-

principals was rated highest on selecting what record to archive cataloguing records by choosing appropriate means of providing access was rated lowest for both principals and vice-principals. The average means scores for principals and vice principals are 3.21 and 3.07 respectively. Therefore, there are no adequate strategies put in place for digital records preservation for the administration of public senior secondary schools in Rivers State.

**Table 3: Mean ratings and standard deviation of Principals and vice principals on the strategies for improving digital archiving for the administration of public secondary schools in Rivers State**

S/ N	Strategies for improving digital archiving for the administration	Principals =206				Vice Principals = 411			
		$\bar{x}_1$	S.D <sub>1</sub>	Rank Order	Remarks	$\bar{x}_2$	S.D <sub>2</sub>	Rank Order	Remarks
12	Provision of computer systems in the schools	3.24	1.02	2 <sup>nd</sup>	Agree	3.09	0.85	6 <sup>th</sup>	Agree
13	Regularly upgrade digital cilities	3.21	0.93	5 <sup>th</sup>	Agree	3.04	0.85	7 <sup>th</sup>	Agree
14	Periodic staff training on digital skills	3.10	1.06	9 <sup>th</sup>	Agree	3.17	0.83	1 <sup>st</sup>	Agree
15	Provision of strong internet bandwidths	3.40	0.88	1 <sup>st</sup>	Agree	3.12	0.86	2 <sup>nd</sup>	Agree
16	Provision of personal digital devices (smart phones) for administrative staff	3.22	0.96	3 <sup>rd</sup>	Agree	3.00	0.86	8 <sup>th</sup>	Agree
17	Designing school website	3.20	0.97	7 <sup>th</sup>	Agree	2.98	0.83	9 <sup>th</sup>	Agree
18	Creating computerized catalogue	3.22	0.86	3 <sup>rd</sup>	Agree	3.07	0.89	5 <sup>th</sup>	Agree
19	Regularly refreshing website's contents	3.11	0.92	8 <sup>th</sup>	Agree	3.08	0.83	4 <sup>th</sup>	Agree
20	Providing archival collection policy	3.21	0.89	5 <sup>th</sup>	Agree	3.10	0.85	3 <sup>rd</sup>	Agree
<b>Average Mean Standard Deviation</b>		<b>3.21</b>	<b>0.94</b>		<b>Agree</b>	<b>3.07</b>	<b>0.85</b>		<b>Agree</b>

**Source:** Field Report 2019

Data on Table 3 shows that mean ratings and standard deviation of Principals and vice-principals on the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State. The table shows that the respondents jointly agreed to items 12,13,14,15,16,17,18,19 and 20 with the mean score above the criterion mean of 2.50. Again, the overall mean scores on Provision of strong internet bandwidths was rated highest for Principals and

periodic staff training on digital skills was rated highest for Vice-Principals while Periodic staff training on digital skills was rated lowest for Principals and designing school website was rated lowest for Vice-Principals. The average mean scores for principals and vice-principals are 3.21 and 3.07 respectively. Therefore, the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State include; provision of strong internet bandwidths, periodic staff training on digital skills, provision of



computer systems in the schools, creating computerized catalogue, providing archival collection policy, designing school website, provision of personal

digital devices (smart phones) for administrative staff, regularly upgrade digital facilities and provision of computer systems in the schools.

### Test of Hypotheses

**Ho1:** There is no significant difference between the mean ratings of principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State.

**Table 4: Summary of z-test analysis of mean ratings of Principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State**

Respondents	n	$\bar{x}$	S.D.	Df	z-cal.	z-crit.	Decision
Principals	206	1.54	1	2	0.75	$\pm \pm 1.96$	Not significant
Vice-Principals	411	1.50	0.68	615			
<b>Total</b>	<b>617</b>			<b>617</b>			

### Level of significance = 0.05

Data on Table 4 shows summary of subjects mean, standard deviation and z-test of difference between the mean ratings of Principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State. The calculated z-value used in testing the hypothesis stood at 0.75 while the z-critical value stood at 1.96, using 641 degree of freedom. At 0.05 level of significance, 2 and 615 degrees of freedom, the calculated z-test of 0.75 is less than z-critical value, hence there is no

significant difference between the responses of Principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State. Based on the foregoing, the researcher fail to reject the null hypothesis, and confirmed that there is no significant difference between the mean ratings of Principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State.

**HO2:** There is no significant difference between the mean rating of principals and vice-principals on strategies for digital records preservation for the administration of public senior secondary schools in Rivers State.

**Table 5: Summary of z-test analysis of the mean ratings of principals and vice-principals on strategies for digital records preservation for the administration of public senior secondary schools in Rivers State.**

Respondents	n	$\bar{x}$	S.D.	Df	z-cal.	z-crit.	Decision
Principals	206	1.87	1.04	2	1.92	$\pm 1.96$	Not signifincat
Vice-Principals	411	1.17	0.89	615			
<b>Total</b>	<b>617</b>			<b>617</b>			

**Level of significance = 0.05**

Data on Table 5 shows summary of subjects mean, standard deviation and z-test of difference between the mean ratings of principals and vice-principals on the strategies for digital records preservation for administration of public secondary school in Rivers State. The calculated z-value used in testing the hypothesis stood at 1.92 while the z-critical value stood at + 1.96 using 615 degree of freedom. At 0.05 level of significance and 615 degree of freedom, the calculated z-test of 1.92 is less than z-critical value of + 1.96, hence

there is no significant difference between the responses of principals and vice-principals on the strategies for digital records preservation for the administration of public senior secondary schools in Rivers State. Based on the foregoing, the researcher failed to reject the null hypothesis, and confirmed that there is no significant difference between the mean rating of principals and Vice-principals on the strategies for digital records preservation for the administration of Public Senior Secondary Schools in Rivers State.

**Ho3 There** is no significant difference between the mean ratings of principals and vice-principals strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State.

**Table 6: Summary of z-test analysis of the mean ratings of principals and vice-principals strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State**

Respondents	n	$\bar{x}$	S.D.	Df	z-cal.	z-crit.	Decision
Principals	206	3.21	0.94	2	0.75	$\pm \pm 1.96$	Not signifincat
Vice-Principals	411	3.07	0.85	615			
<b>Total</b>	<b>617</b>			<b>617</b>			

**Level of Significance = 0.05**

Data on Table 6 shows summary of subjects mean, standard deviation and z-test of difference between the mean ratings of principals and vice-principals strategies for improving digital archiving for the administration of public senior secondary

schools in Rivers State. The calculated z-value used in testing the hypothesis stood at 1.84 while the z-critical value stood at 1.96 using 615 degrees of freedom. At 0.05 level of significance 2 and 617 degrees of freedom, the calculated z-test of

1.84 was greater than z-critical value of 1.96, hence there was significant difference between the responses of Principals and vice-principals on the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State. Based on the foregoing, the researcher rejected the null hypothesis, and confirmed that there is no significant difference between the mean ratings of principals and vice-principals on the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State.

### **Discussion of Findings**

#### **Strategies for digital records creation for the administration of public senior secondary schools in Rivers State**

The findings of this study revealed that there are no adequate strategies put in place for digital records creation for the administration of public senior secondary schools in Rivers State. This clearly shows that the school principals do not possess the right skill for digital record management for school administration. This finding authenticates the finding of Bigirimana, Jagero and Chizema (2015) that effective record management focuses on record creation, distribution, use, storage, securing, backup and disaster recovery systems and procedures. All these skills the principals do not possess. However, the hypothesis tested indicates that there is no significant difference between the mean ratings of principals and vice-principals on the strategies for digital records creation for the administration of public senior secondary schools in Rivers State. This implies that principals and

vice-principals do not differ in their mean ratings on the items raised on strategies for digital records creation.

#### **Strategies for Digital Records Preservation for the Administration of Public Senior Secondary Schools in Rivers State**

The findings of this study indicated that there are no adequate strategies put in place for digital records preservation for the administration of public senior secondary schools in Rivers State. Modebelu and Onyali (2014) found that lack of proper understanding of good records management skills, life cycle, skills of keeping the records, retrieving records, digital records keeping skills and record management skills affects the administration of secondary schools and the application of e-recording was low for quality and quantitative administration of secondary schools in Nigeria. Also, Etudor-Eyo, Akpan and Udofia (2011) found that school administrators' use of ICT facilities predicted preservation of data and the type of data preserved. However, the hypothesis tested indicates that there is no significant difference between the mean ratings of principals and vice-principals on the strategies for digital records preservation for the administration of public senior secondary schools in Rivers State. This implies that principals and vice-principals do not differ in their mean ratings on the items raised on strategies for digital records preservation.

### **Strategies for Improving Digital Archiving for the Administration of Public Senior Secondary Schools in Rivers State**

The strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State include; provision of strong internet bandwidths, periodic staff training on digital skills, provision of computer systems in the schools, creating computerized catalogue, providing archival collection policy, designing school website, provision of personal digital devices (smart phones) for administrative staff, regularly upgrade digital facilities and provision of computer systems in the schools. There is no significant difference between the mean ratings of principals and vice-principals on the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State. This is in line with the finding of Bigirimana, Jagero and Chizema (2015) found that strategies such as security of database, upholding passwords and keeping staff site backup up systems helps for efficient retrieval of digital records. However, the hypothesis tested indicates that there is no significant difference between the mean ratings of principals and vice-principals on the strategies for improving digital archiving for the administration of public senior secondary schools in Rivers State. This implies that principals and vice-principals do not differ in their mean ratings on the items raised on strategies for improving digital archiving.

### **Conclusion**

The importance of digital archiving in achieving quality secondary education through administration cannot be overlooked. The study has established that there were no adequate strategies put in place for digital archiving in public senior secondary schools in Rivers State. The study revealed that the strategies for improving digital archiving in public senior secondary schools in Rivers State include: provision of strong internet bandwidths, periodic staff training on digital skills, provision of computer systems in the schools, creating computerized catalogue, providing archival collection policy, designing school website, provision of personal digital devices (smart phones) for administrative staff, regularly upgrade digital facilities and provision of computer systems in the schools.

### **Recommendations**

Based on the findings of this study, the following recommendations are made;

1. School administrators should be motivated to create and store records using digital technology.
2. Training programmes should be organized for school administrators on digital records management skills for effective school administration.
3. There should be proper supervision of all staff that is in charge of school records in order to come up with proper strategies that will be followed by all digital records administration.
4. Government and Educational Stakeholders should provide personal digital devices (smart phones) with internet connections for administrative

staff for preservation of school records for future use.

5. There should be provision of archival policies, designing of school website as strategies to improve effective administration of secondary schools in Rivers State.

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