

THE IMPACT OF RECORDS MANAGEMENT
ON SCHOOL ADMINISTRATION IN
SECONDARY SCHOOLS
OF KUMI DISTRICT

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ABSTRACT

The topic of this study was: - "The Impact of Records Management on School Administration in Secondary schools of Kumi District" The problem the researcher identified, which precipitated the need to undertake this study, was the outcry triggered of by the stakeholders in Kumi district, over the quality of school administration, carried out by headteachers without basic knowledge, skills and training, in records management. In order to investigate into this problem, the researcher, selected the twenty schools for the study through a random sample. The schools were picked from among government aided, private, day, boarding, single sex and mixed secondary schools in Kumi district. The respondents were selected through purposive sampling, drawing five from each school, thus totaling one hundred altogether. Headteachers, were identified as the key informants and were treated to a key informants self administered questionnaire guide, which yielded the quantitative data required for the study. The other category of respondents were treated to a focus group discussion instrument, which yielded the qualitative data required. The qualitative and quantitative data were coded, analyzed and triangulated. The researcher, employed the chi-square statistical analysis procedure for data analysis, which