

IMPORTANCE OF KEEPING RECORDS

by:

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According to Ololube (2013, p. 103), “the importance of good record keeping transcends into short and long term benefits and affects the overall achievement of educational objectives”.

Organized information keeping is a primary asset that gives institutions and individuals the power to track and retrieve knowledge and data at the time needed. These pieces of information are gathered from the organization’s transactions and from the collection of data from different sources encircling the organization which are stored, transformed, interpreted and utilize in different purposes.

Records will give transparency to activities and transactions, by entering data in ledgers or journals, putting documents in files, liquidating financial statements, etc. Keeping of records in school or in any organization is vital, however, implementation of a good system in record keeping like filing and organizing records both electronic and hard copy may give an exhausting work but despite this, it is far beneficial to secure organized records. The authenticity, reliability and accessibility of records may be useful in different aspects. With this, storage of records in good condition may give long-term preservation.

Records in any offices especially in school should be classified and filed logically according on its function for accessibility. Labelling such as index, color and number coding on each file helps to identify documents or records without wasting of time. Having clear records can bring you peace of mind, help you monitor your progress towards your goals, help you access important documents easily, and save you time,

energy, and money. In education system, keeping of records and information plays fundamental role in the process of efficient information production and collection. Good keeping of record plays an important role in effective school management. If records are not well managed, the school management will experience minor and major inconveniencies and managerial problems.

Overall, record keeping is very important. It encapsulates the history, processes and development of the organization. It is also necessary in schools and offices because it is very helpful in carrying daily operations and making simple to complex decisions. Businesses and educational institutions will not run smoothly if it has no organized record keeping process. It might be a lot of work but it will make a big difference in the system. It is true that investing in good record keeping will bring a lot of advantages to the organization and will greatly impact the success of the organizations' aspirations.

References:

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