

RECORDS MANAGEMENT: INTEGRATION OF TRADITIONAL AND ELECTRONIC FILING SYSTEM

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Records Management is the control and maintenance of both digital and hardcopy documentation of transactions and the activities of the organization. It comprises the creation, identification, storage, retrieval and disposition of records. Efficient and effective retrieval of documents plays a vital role for Administrative Officer II to perform their functions. The four (4) Key Results Area (KRA) of AO II namely: Personnel Administration, Property Custodianship, Financial Management and General Administrative Support require systematic handling of records.

In the presence of the technology, records management is not only about storing data in the form of printed documents, within folders and filing cabinets. The primary disadvantage of the traditional filing system is the time it takes to access data. Records can get out of order if someone accidentally puts a file in the wrong place and it will cause downtime in retrieving such record. Integration of the two types of filing system-Traditional and Electronic makes the work easier. Electronic filing system primary serves the purpose of converting the traditional file into digital format that makes sorting and retrieval of documents. Scanning and storing data in a folder on computer desktop is one of the basic example of electronic filing. Hard drive or cloud storage can also be utilized. It simplifies the retrieval of documents with a simple keyword search gives you the required document in an instant. Accessibility is also an edge in utilizing e-filing. No matter where you are, you can retrieve and share the files needed. Moreover, proper tagging/naming of files is crucial in electronic filing. Application of e-filing system

neglecting the correctness and completeness of naming each file diminishes its purpose-ease of retrieval of documents.

As Administrative Officers are handling voluminous documents, systematic management of records must be performed enable to save time, energy and to be efficient and effective in performing functions. It is not possible to exterminate traditional filing system because there are records effectively store and retrieve in that format. To increase the level of productivity in terms of record management, integration of traditional and electronic filing system must take place.

References:

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