

## UTILIZATION OF TRADITIONAL AND MODERN HANDLING OF RECORDS IN THE PERFORMANCE OF DUTIES OF ADMINISTRATIVE OFFICERS

*by:*

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In the performance of different Key Result Areas (KRA), Administrative Officers handle voluminous documents from Personnel Administration, Property Custodianship, Financial Management and General Administrative Support. In view of the foregoing, utilization of effective and efficient handling of records must be utilized.

According to the School Library of and Information Studies (SLIS) of the University of the Philippines (UP) Diliman, Records Management is the application of systematic and scientific control to recorded information which is required in the agency's operation. It involves creation, storage, use and retrieval, transmission, protection retention preservation, maintenance and disposition of records.

Records are essential to the administration and operation of all offices whether they are public or private offices. It usually contains information which allows the organization to function, provides officials with a basis in making decisions and ensures continuity of the operations.

In the school setting, Administrative Officers usually applied the Traditional and Modern Scheme in handling records. Traditional file organization involves storing data in physical files such as paper files, withing folders and filing cabinets. On the other hand, modern or electronic file organization is the use of technology such as computer and other electronic devices in storing data.

Utilization of Traditional and Modern Scheme in handling records organization have advantages and disadvantages. Electronic files are usually accessible on a network, as a result, it is possible for an unauthorized person to gain access to electronic data through hacking. Electronic data can also be damaged by software security problems like computer viruses. On the other hand, paper files can be lost in fires and floods, but electronic data is easy to back up in reducing the potential for permanent data loss.

Ease of retrieval of records serves as an edge for the Administrative Officers to perform our duties. It helps us to lessen downtime and anxiety in tracking documents in daily operations. Application of both traditional and modern handling of records will aid us to be effective and efficient in the workplace in terms management of data.

*References:*

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