A Meta Review on Records Management Studies for Future Use

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Abstract

This paper focuses on meta review on some records management studies for future use. It presents the studies based on the following areas: type of records generated by individuals and organisationsfor community services procedures through which records are managed, procedures through which records are accessed, purposes of utilization of records and extent at which records managed satisfy the need of the owners. The studies were conducted in different fields such as education, health care, financial aspect among others. also, the studies were conducted across the globe by different scholars in order to add to the body of knowledge which can be used for societal development. It is concluded that records management studies were conducted from different organisations such as universities, hospitals, secondary schools, local government areas, among others. This tells the scope of studies conducted in the fields of records management and can be used to identify gap in the field so that future researcher can made decision with regard to the studies in the field and contributing in the emerging educational innovations, creativity and research for transformation of teaching and learning in the new global education realities.

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Key words: Management, Meta, Records, Review

Background

The place of records management in the society cannot be over-emphasised. They are created in the process of activities carried out by individuals and organisations which include meeting, teaching, sourcing and making donations to less privileged persons in orphanage homes, hospitals among others. The records are also created in the process of service provision to people in order to alleviate their sufferings, provision of support to unemployed youths, widows among others (Sarikas, 2018). Before, during and after these activities, records are generated, distribute, use, maintained and disposed. These constitute components of records management. These activities of records management are carried out by individuals and

organisations in the process of community service. Individuals and organisations generate records that are used to solicit for support, invite people to the event, notification of the event etc. without which their activities are hardly realized. They distribute some of those records to individuals (community leaders, security agents, beneficiaries among others) and organisations (donor agencies, beneficiary agencies etc.). They use the records as evidences of the activities. Such records are maintained for administrative, historical and other purposes (Society of American Archivist, 2019). At the end, the records are disposed by the individuals and organisations. Scholars conduct studies on records management by identifying gap in knowledge in order to make such studies different from such already existed. This study aims to help researchers in records management to know the existing studies conducted in the field across the globe in order to make their own different for the contribution to the body of knowledge to contribute in the emerging educational innovations, creativity and research for transformation of teaching and learning in the new global education realities.

Summary of Some of the Studies conducted on records management across the globe

The following are some of the studies conducted in the field of records management by different scholars globally:

Studies backing the types of records generated in the society

Studies were conducted revealing the types of records generated in the society by different scholars. The following are some of these studies:

Adamu, Ibrahim, Adamu, Ibrahim and Muhammad (2018) studied use of audio-visual materials in teaching and learning of classification of living things among secondary school students in Sabon Gari Local Government Area of Kaduna State. Audio-visual materials also

called videos are very important in teaching and learning. One of the objectives of this study was to find out the effect of the use of audio-visual materials on the academic achievement of students. Quasi-experimental research design was used. The finding of this study among others indicated that videos were records generated and used in teaching and learning in the school. It was concluded that the use audio-visuals otherwise called videos in teaching classification of living things played the role of enhancing students' academic performance in secondary school students in Sabon Gari Local Government Area of Kaduna State.

Hassan (2017) conducted a study titled assessment of the provision, utilization and maintenance of records in public secondary schools in Kaduna Metropolis, Kaduna State, Nigeria. Records are important sources of information regarding school management. Some of the objectives used were to find out the provision of statutory records, determine the utilization of statutory records, determine the maintenance of statutory records in public secondary schools in Kaduna Metropolis. Descriptive survey research design was adopted for this research. It was discovered among others that calendars were the records generated in the schools. They were used to inform the public about the activities or events engaged in by the schools. It was concluded that there was adequate provision, utilization and maintenance of records in public secondary schools in Kaduna Metropolis, Kaduna State, Nigeria.

Nirajan, Richard, Peter, Thomas and Andrew (2018) conducted a study on development of on-site poster to influence pedestrian jaywalking behavior. Jaywalking and distracted walking behaviors are traffic violations that contribute significantly to road traffic crashes, including crashes at intersections. Jaywalking blitzes by police after pedestrian crashes may not address many of the issues that cause the vast majority of these crashes. However, posters are used by people to acquire information even during walking on the streets. The objective of this study was

to design an intersection safety poster to influence jay walking behavior. Survey research method was used in this study. From the study, it was found out among others that posters were the records generated for information dissemination to the pedestrians. It was concluded that posters were important tools of information dissemination. They are used as communication tools to promote desirable pedestrian behavior.

Geremew (2017) investigated the practices and challenges of public relations within two Ethiopian towns: Harar and Dire Dawa. Records inform of notice carry information aimed to notify the general public about a particular programme. The objectives of this study were to find out the roles and functions of public relations within the organizations in Harar and Dire Dawa towns, among others. Survey research method was used in this study. It was found out among others that records in the forms of documents of notice to the general public were used to communicate to the public. It was concluded that records in the forms of documents of notice to the general public were important tools of communication.

Aliyu (2017) investigated the effects of pictures and realia on academic performance of junior secondary school students in basic technology in Kaduna State, Nigeria. Records in the forms of photographs are very important in the society. The objective of this study among others was to determine the effect of pictures and realia on the academic performance of junior secondary school students in basic technology. The study adopted pre-test, post-test, control group design. It was revealed among others that photographs were records used to teach students in the school. In conclusion, it was clear that the used of pictures and realia in teaching improved the academic performance of junior secondary school students in basic technology in Kaduna State, Nigeria.

Studies conducted revealing the procedures through which records are managed in the society

Studies were conducted revealing the procedures through which records are managed in the society by different scholars. The following are some of these studies:

Abdulrazaq (2015) studied management of university records for effective administration of universities in North-Central Nigeria. Records management is an important issue in the management of the university system. The research questions used sought to find out the types of filling, retention, and disposal methods being used to enhance effective management of records administration, extent at which the staff needed for records management to enhance effective administration, types of storage facilities made available for records management to enhance effective administration of universities in the North Central Nigeria, among others. A descriptive survey research design was adopted in carrying out this study. The finding of this study among others indicated that cupboards were used in keeping the records of the universities in North-Central Nigeria. It was concluded that records play immeasurable roles in administration because managers and administrators employ them on a routine basis for carrying out diverse administrative duties especially decision making.

Xi, Shin-Ping, Daniel, Nengliang, Vimal, Alan and Colin (2019) studied measuring electronic communication networks in virtual care teams using electronic health records access-log data. Electronic health records are important sources of information concerning health care system. The objective of this study was to develop methods for measuring electronic communication networks in virtual care teams using electronic health records (EHR) access-log data. Survey research method was used. The finding of this study among others showed that

electronic health records were preserved in virtual spaces. The conclusion of this study indicated that the use of virtual spaces in preserving health records is effective.

Dzifa, Reindolf and Prosper (2015) conducted a study titled analysis of records management and organizational performance. Records management guideline is instrumental in the efficient and effective control of the organisational records. The study sought to find out the relevance of effective records management, problems associated with records and information management, as well as the effect of proper records management on the performance of the organization. Survey research method was used in this study. The finding of this study among others revealed that in order to maintained records, such records were stored in the files. It was concluded that the use of guidelines and policies led to sound records management.

Abdullahi, Abiola and Abdulwahab (2016) carried out a research titled an assessment of records management practice in selected Local Government Councils in Ogun State, Nigeria. Records are important resources needed for the management of any organization. The objectives of this study among others were to ascertain the classes of records created, maintained, and used by the selected local government councils, as well as their formats; the storage facilities and level of security are provided for these records. Survey research method was used in carrying out this study. The finding of this study among others revealed that records were stored on shelves in order to maintain them. It was concluded that records management practice in selected Local Government Councils in Ogun State, Nigeria, was not effectively carried out.

Nwaomah (2015) carried out a study on political factors' influence on students' records management effectiveness in the Nigerian university system. Students' records are critical in achieving university's goals and objectives. The study focused on students' record management effectiveness as well as the political factors that influenced the effectiveness of students' records

management in the Federal, State and Private Universities in Nigeria. Survey research design was employed for this study.The findings of this study included, restriction of unauthorized access to the records, protection of the records from disasters, etc. It was concluded that political factors had influence on the effective management of students' records in the Nigerian universities.

Studies conducted reporting the procedures through which records are accessed in the society

Scholars conducted studies that revealed the procedures through which records are accessed in the society. The following are some of these studies:

Anil (2017) conducted a study on awareness and use of online public access catalogue services among the students of Department of English, Mathematics and Commerce of Kurukshetra University, Kurukshetra, Haryana, India. Libraries play a major role in institutions of learning. They provide information resources in both print and non-print formats to its user. These are accessed through the use of catalogues. The objectives of this study were to find out the awareness, frequency of use, pattern of search of information resources, by the students using online public access catalogue among others. Descriptive survey research design was used in this study. From this study, it was discovered among others that records were accessed through the use of their subjects. It was concluded that online public access catalogue was an important tool that facilitated access to the documents kept in the libraries.

Shehu (2015) studied management of students' academic records in Federal Universities in North-West Nigeria: Implication for access and utilization. Records are sources of information needed for the management of the university. The objectives of this study sought to find out the

types of students' academic records generated, the procedures through which students' academic records are accessed and utilized etc. Survey research design was used in this study. It was found out among others that records were accessed through the use of subject, which was used as a label on the storage devices. It was concluded that management of students' academic records in Federal Universities in North-West Nigeria, was fairly carried out.

Hamisu (2017) Studied the effects of webquestonline learning strategies on the written English of students of senior secondary schools in Kaduna State, Nigeria. The objectives of this study sought to determine the difference between the written English mean performance score of the students exposed to WebQuest online learning strategies and those not exposed to the treatment, the difference between the narrative essay mean performance score of those exposed to WebQuest online learning strategies and those not exposed to the treatment. Quasi-experimental research design was used in this study. It was found out among others that records in the Internet were accessed through uniform resource locator. It was concluded that webquestonline learning strategies were effective on the written English of students of senior secondary schools in Kaduna State, Nigeria.

Unobe (2015) carried out a research on availability and utilization of on-line information sources and services in Federal Universities' medical libraries in North-West Geo-political Zone of Nigeria. The objectives of this study sought to find out the online information sources and services available for users, ascertain the use and the extent to which online information sources and services utilize as well as identify the level of satisfaction to users of the online information sources and services in Federal Universities Medical Libraries in North West Zone of Nigeria. Survey research design was used in this study. The finding of this study among others revealed that records in the online environment were accessed through electronic mail. It was concluded

that despite the availability of online information sources and services in libraries, accessibility and effective utilization of on-line information sources and services in Federal Universities' medical libraries in North-West Geo-political Zone of Nigeria, were not up to the expectation.

A study carried out by Luqman and Jeremiah (2017) titled awareness, access and utilization of library catalogue by undergraduate students of the College of Law, Osun State University Osogbo, Osun State, Nigeria. The objectives of this study sought to find out the influence of awareness programme on utilization of the library catalogue, ascertain the influence of access point on utilization of the library catalogue as well as influence of awareness and access on utilization of library catalogue by undergraduate students of the College of Law, Osun State University, Osogbo, Osun State, Nigeria. Survey research design was used in this study. It was found out among others that records stored in a database were accessed through the use of the name of the author. It was concluded that the awareness programme and access points contribute immensely to the utilization of library catalogue.

Studies conducted reporting the purposes of utilisation of records in the society

Studies were conducted revealing the purposes of utilisation of records in the society by different scholars. The following are some of these studies:

Molepo and Cloete (2017) conducted a study on proposal for improving records management practices of traditional institutions in Ga Molepo, South Africa. The way in which an institution treats its records is crucial for its survival in a rapidly changing society. The purpose of this study was to investigate the records management practices and challenges faced by traditional institutions of leadership and governance in Ga Molepo, Limpopo, South Africa. Cross-sectional survey was used in this study. It was reported among others that records were

needed for evidential purpose. It was concluded that records management was a neglected areas in traditional institutions. Due to lack of awareness and the absence of guidelines and standards, there were no real modern records management practices in such institutions.

Karl, Elaine, Richard, Alex, Owen, Christopher, Jane, Jose, Patrick, Chris and Geoff (2017) studied process mining routinely collected electronic health records to define real-life clinical pathways during chemotherapy. There is growing interest in the use of routinely collected electronic health records to enhance service delivery and facilitate clinical research. It should be possible to detect and measure patterns of care and use the data to monitor improvements but there are methodological and data quality challenges. This study focused on establishing reproducible methods of process-mining electronic health records, using the outputs derived to define and quantify patient pathways during chemotherapy, and gathering robust data which is structured to be able to inform a cost-effectiveness decision model of home monitoring of neutropenic status during chemotherapy. Survey research method was used. The authors discovered among others that the records collected in the course of routine care were used for investigation of the current clinical practice. It was concluded that the use of routinely collected patient records led to the production of accurate models of the real-life experiences of chemotherapy patients and generation of clinically useful information.

Duan, Zheng, Zhou, Wang, Cao, Cao, Cui, He and Xiao (2018) conducted a study on evaluation of a school entry immunization record check strategy in 4 counties of Ningxia and Hubei provinces, China. China has a national requirement that children's vaccination status is to be checked upon entry to kindergarten and school. Most provinces have Immunization Information Systems (IIS) that contain and manage vaccination records of children served by

immunization clinics. This study focused on determining the effect of their school entry immunization record checking strategy (SECS) on vaccination coverage and rate of catch-up for selected vaccines. Survey research method was used. The finding among others indicated that records were used for identification of incompletely vaccinated children. This shows that records can be used for detection purpose to identify the fact about people, places, actions among others. It was concluded that school entry immunization record checking strategy was important in knowing the vaccination coverage and rate of catch-up for selected vaccines.

Jiyeon and Jooyung (2016) studied the effects of keeping financial records on financial soundness of households. Financial records are important sources of information about household's income and expenses. The objectives of this study were to find the levels of keeping financial records among Korean households, and the effect of keeping financial records on financial soundness of households. Survey research method was used. From the study, the result among others revealed that household financial records such as account books were used for the facilitation of meeting financial target. These records were used by the Korean households both men and women in order to achieve sound financial management. It was concluded that keeping financial records helped in achieving financial soundness of households.

Olufemi and Johnson (2019) investigated the impact of record keeping on the performance of selected small and medium enterprises in Lagos Metropolis. The importance of Small and Medium Enterprises (SMEs) in many economies cannot be over emphasized as they play vital roles in the economy of both developed and developing countries such as employment generation and poverty reduction among others. The objectives of this study were to analyse the extent to which accounting information was being used to measure financial performance of

SMEs, analyse the degree to which accounting information was being adopted in measuring financial performance by SMEs in Nigeria, describe the restraint of SMEs to implementing accounting system, among others. Survey research method was used. At the end of this research, they reported among others that receipts etc., were used in accounting of financial matters. It was concluded that the major benefits of keeping proper records was to know the performance of the business and that record keeping was key to the success of the business.

Here are studies conducted revealing the extent at which records managed satisfied the need of the users in the society

Studies were conducted revealing the extent at which the records managed satisfied the users in the society. The following are some of these studies:

Valerio, Neil, Ronan, John, Sharmila, John, Austin, Tom and Mark (2019) studied use of laparoscopic videos amongst surgical trainees in the United Kingdom. Electronic records in the forms of videos are important teaching aids used during instruction. They can be used in teaching large population of the learners. It can be used in the physical or virtual space in order to disseminate information to the learners irrespective of the place, time, among others. This study focused on assessing the current use of laparoscopic videos amongst surgical trainees in the United Kingdom. Survey research method was used in carrying out this study. It was found out among others that surgical trainees were highly satisfied with the use of videos in learning. It was concluded that surgical trainees considered videos as useful tools in laparoscopic surgery training. They required laparoscopic videos to have supplementary educational content such as English commentary, the use of snapshots and diagrams.

Andraz, Gregor andKatja (2016) studied the effect of email invitation elements on response rate in a web survey within an online community. Electronic mail is an important tool that can be used to invite people to a particular place. This study focused on finding whether making authority, plea for help, and sense of community salient in email invitations determines the response of the participants. Survey research method was used in this study. The finding of this study among others indicated that electronic mail invitation was highly useful. This is because plea for help in an email invitation increases the response rate. It was concluded that email invitation had significant relationship with response rate in a web survey within an online community.

Alinane, Augustine, Chimwaza and Adamson (2015) investigated invitation cards during pregnancy enhance male partner involvement in prevention of mother to child transmission (PMTCT) of human immunodeficiency virus (HIV) in Blantyre, Malawi: A randomized controlled open label trial. Invitation card is an important tool of calling people to a particular place. The purpose of this study was to evaluate the efficacy of an invitation card to the male partners as a strategy for male involvement in PMTCT services by comparing the proportion of pregnant women that were accompanied by their partners between the intervention and the non-intervention study groups. An experimental method was used in this study.It was revealed among others that invitation card significantly increased the proportion of women who were accompanied by their male partners for the PMTCT services. The card is a feasible strategy for male involvement in prevention of mother to child transmission, PMTCT. This implies that the users of invitation card were highly satisfied with it as it increased the presence of women who were accompanied by their male partners for the PMTCT services. It was concluded that

invitation card played an important role in male involvement in prevention of mother to child transmission services.

Krishnan and Frank (2017) investigated web-based visual decision support system (WVDSS) for letter shop. Web-based Visual Decision Support System (WVDSS) is an important tool that allows organization to successfully turn around the scheduling and capacity planning function along with extending the success to customer service, and warehouse operations. This study focused on implementation of a web based decision support system in a direct mail (letter shop).Survey research method was used in this study. It was revealed among others that the use of letter sent as message directly addressed to a particular person or organization through web-based platform, was highly important in accessing the information it contains. It was concluded that web based decision support system in a direct mail (letter shop) was effective.

Gatera, Uwimana, Manzi, Ngabo, Nwaigwe, Gessner andMoïsi (2016) conducted a study titled use of administrative records to assess pneumococcal conjugate vaccine impact on pediatric meningitis and pneumonia hospitalizations in Rwanda. This study focused on retrospective use of routinely collected data to estimate pneumococcal conjugate vaccine impact in Rwanda. Document analysis was used in this study, where data was collected from admission registers at five district hospitals on children aged less than 5 years admitted for suspected meningitis and pneumonia. Clinical and laboratory data on meningitis from sentinel surveillance at the national reference hospital in Kigali was acquired. It was found out among others that admission registers, contributed immensely in discovering the severe pneumonia and suspected meningitis hospitalization rates. It was concluded that the use of administrative records was significant in assessing the impact of pneumococcal conjugate vaccine on pediatric meningitis and pneumonia hospitalizations in Rwanda.

Based on the summary of some of the empirical studies reviewed in this study, it is clear that they were conducted in different organisations such as universities, hospitals, secondary schools, local government areas, among others. The objectives of these studies included those that sought to find out the types of records generated, the procedures through which such records were maintained, reasons for the utilisation of the records generated, among others. However, the summary of the empirical studies reviewed in this study indicates that such studies were conducted in different organisations which are known. This study will help the future researchers in records management to identify the studies conducted on records management global and their perspectives in order to find out gaps needed for future researches. Hence, the purpose of this study.

Conclusion

Base on the presentation of the studies summarized in this study, it is concluded that scholars conducted studies on records management from many organisations which included universities, hospitals, secondary schools, local government areas etc. This indicates the scope of some of the studies conducted in records management. The study will help to identify the gap in the field for future researchers for conducting studies as well as contributing in emerging educational innovations, creativity and research for transformation of teaching and learning in the new global education realities.

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