

ROLES OF RECORD KEEPING TOWARDS THE DEVELOPMENT OF SECONDARY  
SCHOOLS: A CASE STUDY OF BWERANYANGI SECONDARY SCHOOL.

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## **ABSTRACT**

The most outstanding aim of this study was to assess the roles of records management towards the development of secondary schools case study of Bweranyangi secondary school.

The study was carried out at Bweranyangi secondary school and data was collected from 50 respondents including school administration, record staff/librarians and clients that is students, teachers and others. Some administrators were given questionnaires and interview schedules and to those who were very busy and could not have enough time to answer the questionnaires. The collected data was checked, analyzed, tabulated and calculated in percentages and degrees and the results obtained indicated that records management contributed to the development of secondary schools. The major findings indicated that records management facilities transparent accountability, effective decision making, evaluating employee performance and promoting good governance, which all are indicators of school development.

The findings also identified different types of records generated, used and created by secondary schools and some include; transcripts, books, minutes, report forms, marking guides, financial records, attendance sheets/forms to mention but few. However, the researcher also found that the records staff faced a number of challenges such as inadequate capital, lack of enough space, storage equipment's and many others. The study came with general conclusion that records management contributed to the development of secondary schools. The study is not exhaustive for it hoped that more studies will be conducted on the same topic by the researchers be it in other areas and possibly on a wide scale to draw more tangible conclusions.