



# **Assessment on Availability and Management of School Records for Effective Administration in Senior Secondary Schools in Yobe State, Nigeria**

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## **ABSTRACT**

One of the general aims of educational management is to develop a healthy and conducive school climate for teachers, non-teaching staff as well as the students. Education is one of the important areas that need proper management and adhere to guideline stipulated in educational policies. This is because, it is a sector that trained and developed human resources in any country through the application of required skills, values, knowledge and attitude that transform individuals, group of people and produce future leaders in Nigeria in particular and in the World at large. Therefore, this research focus attention on the concept of School Record, and it also paid much attention to availability of school records, their management in school system, the researcher focus attention to check and monitor the way and manner the school managers kept school records for effective administration in schools and retrieve when need arises easily and assessable, related literature was reviewed in the research, and at the end recommendations was offered, based on the findings of this research.

**Keywords:** Educational management, teachers, School climate

## **INTRODUCTION**

There is a need to keep record of all school activities as part of effective school administration. Record keeping and management of records is a responsibility of the school administrators because of the roles of records and information supplied in the day-to-day activities in the school system. Therefore, schools record cannot be separated in terms of school progress in secondary schools because it solely depends on the way and manner the school managers managed the available records in school in their day-to-day operations. This makes it possible for school principals, teachers, school bursars, school dispensers to managed important records in schools, such as: Records on General School Administration, School Records on Finance, School Records on Stones, School Records on Health, School Records on Students' Academic Performance, School Records on Guidance and Counselling Services, as well as School Record on Sport and Recreational, and so on.

As experience have shown that, population increases globally on daily bases, therefore school enrolment would be increase World-Wide on a daily bases, the available resources both human and non-human may become over-stressed. The situation becomes common in Nigeria with special focus to the area under research (Yobe State). Therefore, adequate record keeping of human and material resources is needed to address the issue of over-increasing enrolment, as well as the need to provide schools with human and material resources that can help them achieve sustainable educational objectives.

In addition, scholars such as Akanbi (1999) maintained that, school administration touches modern life in several ways and therefore, availability of school record and qualitative management in school should have an important role to play in school effective administration, curriculum planning, evaluating of teachers effectiveness in terms of teaching and learning in school environment or institutions. A classroom teacher may see his primary assignment only as teaching effectively and using educational technology without needing to be bugged down with bringing in or updating any administrative records. However, according to Ololube (2012) the rising cost of running school systems leaves some schools with low quality and inadequate human and material resources. This is because there is no cheap education all over the world. Thus, the needs for alternative ways of creating more records and managing them well to attain set objectives and make school record keeping imperative. The complexity in school administration, its constraints, contingencies, and other difficulties make record keeping a necessity, Nwaoku, (2005). The scarce resources in schools may be wasted if their management is not properly recorded (Udofia, Offiong, & Usen, 2012).

According to Osakwe (2011), school records are official documents, books and files containing essential and crucial information of actions and events which are kept and preserved in the school office for uses and retrieval purposes. Such records are kept by principals, vice principals, teachers, school counsellors and administrative staff. The situation in Yobe State senior secondary schools indicates that many schools were affected and schools records got missing, destroyed, misplaced as well as mutilated.

#### **Problem Statement/Justification**

There is a serious complain in the secondary schools management today due to inadequate school record and poor Maintenance of these school records, information are lacking, there is shortage of qualified personnel's, academic programme have not been properly executed, sound and effective teaching is hangings as a result of adverse scarcity of these facilities that aid in record keeping in secondary schools. The greatest problem is that, all these have been hinged on the shoulder of our educational administrators for their inability to properly manage and adequately maintain school record in schools. Moreover, the management of secondary schools in Yobe State-Nigeria has been faced with a lot of problems such as poor accountability, poor planning, inadequate funding, and inadequate teaching/learning facilities. There is equally the shortage of trained personnel for keeping of school records. This could possibly have serious implication on the effective keeping of school records.

Having observed this ugly and unpleasant situation in record keeping and teaching effectiveness in secondary schools, it is obvious that schools records are not adequately kept and maintained due to inadequate security, modern storage facilities, inadequate funding and untrained personnel. There seems to be a problem of teachers' job performance due to poor record keeping on teachers. There also seems to be problem of school facilities management due to poor record keeping that leads to lose of some facilities.

Improper record keeping or lack of it result into inefficient resources allocation and it may lead to inaccurate of up-to-date record for materials needed for effective teaching and sometime attributed to disparities in resources allocation to different subjects, this may hinders quality delivery in education. It is through record keeping that education managers can track the material resources that are needed and attract prompt and urgent attention for repair and tracing the history of the materials or equipment that facilitate effective teaching in schools and record keeping reveals whether teaching materials are available or not and what are the challenges that hinder effective teaching and learning processes

However, available historical records revealed that, the research area experiences a series of attacked by insurgents especially the Boko-Haram Group Movement, according to Yobe News Agency, as at 2012 to 2015 80% of senior secondary schools were destroyed and seriously affected in Yobe State, this and many more disorganized schools effective administration, learning environment and demoralized teachers commitment to perform their jobs, both with high or low qualifications as well as those in rural and urban schools.

Therefore, if the above mentioned problems are not well solve, it will affect a well-defined educational objectives or goals, therefore, available records in schools must be kept well for school effective operations and instructions , as well as to facilitate effective administration in school and is the main

concerned of this research, because records in school is central for both school managers and teachers, it is record that portray the current conditions of schools materials both human and non-human materials. Even though, efforts was made by different Government and concern Agencies to address this issue but they almost failed. Therefore, it is against these background on the problems observed, the researcher intent to carry out a research titled “Assessment on Availability and Management of School Record for Effective Administration in Senior Secondary Schools in Yobe State, Nigeria” for the purpose of addressing these issues on school record keeping and arriving at defendable solutions.

### **Objective(s) of the Study**

The main objectives of the study were to assess the availability and management of school records for effective administration in senior secondary schools in Yobe State. Thus; the study was set to:

1. identify the level of availability and quality of management of school general administrative records in senior secondary schools in Yobe State;
2. ascertain the availability and management of finance records for effective school administration in senior secondary schools in Yobe state;
3. assess the availability and management of stores records for effective school administration in senior secondary schools in Yobe State;
4. fine out the availability and management of health records for effective school administration in senior secondary schools in Yobe state; and
5. examine the availability and management of guidance and counseling records for effective school administration in senior secondary schools in Yobe State;

### **Conceptual Framework**

**School:** as a social institution is regarded as a centre of knowledge and it processes the power to mould and shape the character of individual in society. It is a custodian of culture and knowledge of the society. In school, students or pupils are being cared for and it remains a centre for appropriate selection of individual into the available institutions in society. The teachers and instructors take the place of parents who are charged with the responsibility of shaping the child’s mind, thinking and character formation. One of the aims of establishing school is to transmit the cultural values and heritage of the society from one generation to another (Garba, 2007).

Aggarwal (2005) maintained that: school is a formal organization which carries all forms of bureaucratization. It is a functional system with an aim of educating people about certain designed and acceptable values of the society. Within this, school offered chance of employing staff and organizing a chain of authority for proper coordination. It is a learning environment which is strongly associated to the ethical values of society. This shows that school is the mirror of a society. The educational institution remains the school and social agency of the society among many others. The school is a centre of building the youth of the society, in terms of moral thinking and the ability to face the challenges of the adult life and more especially in the modern world of globalization.

School may be regarded as an institution made up of building where there are classrooms with indoor activities and an agenda of learning activities for the promotion of knowledge and skills (Ogbebor, 1992).

**Records:** Records are pieces of information written down on papers, computers, stores in slide, memories, and films for the progress of an organization. School records are indispensable instruments for efficient and effective management. Good memory is an asset for the successful management but as Robek, (1987) has pointed out, many people tend forget things easily and find it difficult to remember events in their lives. Therefore, keeping records helps to solve some of the problems associated with forgetfulness. When records are properly kept, they supply vital and adequate information at all times.

In the past, school management was familiar with two categories of school records, the statutory and the non-statutory records. The statutory records, as the name implies were those records found in the law or statute to be kept in every school. Such as: Register of admission, class Attendance Register, syllabuses, Scheme of Work, weekly Record of Work, continuous Assessment Records, visitors’ Book, Corporal Punishment Book; among others (Bassey, 2011).

Mahuta (2014) stressed that records and records keeping is the central aspect of administration in primary, and secondary schools. Keeping of records make it easier to recall statements of facts. Records create room for easy access to relevant data about the school which are of interest to inspectors, researchers, parents, and employers of labour. Records show the progress of the school and the problem face by the school. Therefore, records are vital document that determine the accuracy of entries, storage quality, accessibility, comprehensiveness and regency.

According to Chifwepa (1995) record is a documented proof of a transaction. This can refer to any activity which falls within the normal routine of an organization. Schools have the task of teaching and providing a learning environment. In so doing, teachers and other members of staff are employed, materials are required, pupils are admitted, test, examination and so forth. Any written or recorded item that shows the existence of a particular student how many pupil there are in the school, if a student has been transferred, how many desks have been acquired, etc. is a record. In short, records contain important information to the daily running of school.

Records, therefore, are an important means of accountability because they provide proof. For example, there are instances when a school has to ask certain facilities from the ministry, board of education or any other funding organization. Unless the school can show that it does not have adequate facilities or that it has admitted more students it is difficult for the funding organization to justify sending any of the requested item (Chifwepa, 1995).

However, until the middle of the nineteenth century most of the schools were set up and maintained by churches and charitable organization providing a primary education, secondary education was the responsibility of private or grammar schools. Therefore, despite the expansion of education facilities, the rapid growth of the population meant that by the 1960s half of the children of Britain did not attend day school. The education act of 1870 sought to remedy the situation. It required that the locally elected school boards provide elementary schools. In 1880, all children were compelled to go to school up to the age of 10, in 1899 this was raised to 12, in 1902 responsibility for elementary secondary and technical education was given to local education authorities under a Central Board of Education, and this board, schools became council schools. The local education authorities began to provide schools with meals and school medical services, in 1918 the school leaving age raise to 14 (UNESCO,2005).

Thus, it is essential that records are kept in school for effective administration, because proper record keeping facilitates retrieval of valuable information that might be helpful in day to day operations and decision making in school system globally. Durosaro, (2002). However, Olalube (2012), stressed that “the importance of good record keeping transcends into short and long term benefits and effects the overall achievement of educational objectives.”

However, Olagboye (2004) in Adepoju (1998) & Ojelade (1998) listed some general reasons or importance of keeping school records which includes the fact that school records tells the history of the school, and useful historical events, such as:

- i. Serve as data bank on which both school head and staff as well as students to draw on
- ii. Records facilitate the continuity in the administration of a school
- iii. Records facilitate the supply of information to parents and guardians for the effective monitoring of the progress of their children/ward in academic performance.
- iv. Provide data needed for planning and decision making by school management and ministries of education and related educational authorities.
- v. Provide information for the school community, the general public, employers as well as educationist and social science researchers for the advancement of knowledge.
- vi. Records enable school management to collate information on student and staff for decision making by, higher authorities, law courts, security agencies and other related government agencies when need arise.

- vii. Records provide information on students' academic achievements and help to determine success of curriculum implementation
- viii. Facilitate and enhance the provision for effective guidance and counselling services for students in the social academic career domains.

**Availability:** School records must be made available and properly managed in school environment, keeping records in itself, it is not a difficult task but making effort to regularly update, create and proper management for retrieving which is necessary and using them is a more complex procedure. There must be personnel to managed and update the records in schools. Such staff would need the minimum basic training in records management. They would have to be able to undertake tasks ranging from creating records to ensuring easy access to them, updating records, and disposing them when they are not much relevant or become outdated. Ideally, availability of record is a duty of personnel and they should be able to undertake all tasks and duties involved in records management. The importance of personnel cannot be overemphasized, given the different stages and importance of records management (Chiefwepa, 1995).

Availability of records management in formal organization is very important and to check the files periodically to ensure that they are in a good condition. Since they are prone to wear and tear. Some records may be loose and could fall out easily. They must be securely filed (Chiefwepa, 1995).

**Management:** Records management involves the storage, updating, preserving, maintenance, retrieval and use of information. More precisely, it is the application of systematic and scientific control to all the recorded information that an organization need to do business. Therefore, poor record management results in difficulties in administering, planning, implementation and monitoring an educational system. In fact, poor record management and the lack of staff development along the entire information cycle are responsible for problems with management and policy implementation in schools and ministries of education, (Chifwepa, 1995).

According to Chifwepa (1995), viewed records management in different methods or systems can be used to bring about efficient records management. There are some basic rules that must be respected so as to manage any information well. It is vital initially to determine its characteristics and functions. This is important, because the ways in which records that contains the information are arranged depends on the type of information they contain.

## **METHODOLOGY**

This section presents the methodology of the research. It includes research design, population of the study, sample and sampling technique, the research instrument, validity and reliability of the research instrument, method of data collection and method of data analysis.

### **Research Design**

This study used descriptive survey research design; because it involved presentation of facts on the availability and management of school records for effective school administration in Yobe state. It also describes what exist in reality and explains why certain situations exist. Furthermore, survey according to Kerlinger (1975) will allow a researcher to have an in-depth information from a large population, as it will also allow the use of questionnaires, interviews and observations to determine the opinion, attitude, preference, and perceptions of persons who are of interest to the research. A survey research design is used when making descriptive assertions about some population ( Awotunde & Ugodulunwu, 2004 ), and to Osuala ( 2001), a survey research design is only relevant when dealing with current happening. Descriptive survey design therefore is the most suitable approach in this study.

### **Population of the Study**

The population of this research includes the school principals, store officers, revenue collectors or bursars, school dispensers (clinic heads), school guidance and counselling masters/mistress and teachers in senior secondary schools in Yobe state. In Yobe state, there are 64 principals, 64 store officers, 64 revenue collectors, 64 school dispensers, 64 guidance and counselling masters/mistresses, as well as 7,321 teaching staff this made population of the research to 7,641 respectively.

**Table 1: Population of the Study.**

S/N	Item	Existing Number
1.	Principals	64
2.	Store officers	64
3.	Financial officer	64
4.	Dispensers (Head of clinics)	64
5.	Guidance and counselling masters/mistresses	64
6.	Teaching staff	7,321
<b>Total</b>		<b>7,641</b>

**Source:** Yobe State Teachers Service Board and Science and Technical Education, Board, Damaturu, (2023)

**Sample and Sampling Techniques**

Although there are several sampling techniques available, the researcher used Stratified Sampling Techniques to get the manageable sample for the study because according to Ofo (1994) it is difficult to cover all the entire population in the area under study. The purpose of using Stratified Sampling is to guarantee fair representation of relevant subgroups. The researcher used proportionate sampling in selecting 42 senior secondary schools out of 64 senior secondary schools in Yobe State, considering different characteristics of some senior secondary schools such as Urban and Rural, Day and Boarding, Co-education and single sex education, some are Unity schools in nature, while others are Science and Technical College oriented. The researcher also used Krejcie and Morgan (1971) Table for Determining Sample Size for the total population. Therefore, a sample of 5,231 was drawn from the total population of 7,631, this selection was done using proportionate sampling techniques to ensure equal distribution of samples within the six (6) categories respondents of 33 principals, 33 stores officers, 5,051 teachers, 33 guidance and counselling masters/mistress, 33 dispensers, 33 revenue collectors. However, the total sample size for the study was 5,216 as presented below

**Table2: Selected Sample size for the Study**

Population	Existing Number	selected sample
Principals	64	33
Store officers	64	33
Financial officer	64	33
Guidance & counsellors	64	33
Teaching staff	7,321	5,051
Dispenser (Head of clinic)	64	33
<b>Total</b>	<b>7,641</b>	<b>5,216</b>

**Instrumentation**

The instruments used for this research are Questionnaire and Research Observation Check List (ROCL). Questionnaire was chosen because it plays an important role in providing a researcher with relevant information on a wider scale, while Research Observation Check List was use to provide an avenue of observing the records physically in the schools. The questionnaire used in the study was entitled: Availability and Management of School Records for Effective School Administration Questionnaire (AMSRESAQ) and it was used to collect data from the principals, teachers, store officers, guidance and counselling masters/mistresses, revenue collectors, and school dispensers.

The questionnaire collected information on: general administrative records in schools, school records on finance, records on stores, records on guidance and counseling, as well as records on school health

respectively. The (AMSRESAQ) is a closed ended questionnaire which requires the respondents to tick the best option which is structured on three point Likert scales i.e. Agreed-A, Disagreed- D and Undecided-UD. In the case of Observation Check List, it is divided into five, each contains different records, such as general administrative records, records under finance, records under stores, records under health and records under guidance and counselling all in senior secondary schools. The instrument (Observation Check List) was designed for physical observation of school records and was entitled: Record Availability and Management for Effective School Administration Check List (RAMESAC L). Both instruments were used for the study.

#### **Validity of the Instrument**

The validity of any research instrument is very important to the researcher. A valid instrument is the one whose contents can validate the research it meant for. Thus, copy of the Questionnaire and Research Observation Check List was presented to the Expert in Test and Measurement for validation, because they are experts in the field of Educational Research Test and Measurement. The same instruments was equally given to other experts in Measurements and Evaluation for the inter-rater validation as well as expert in Educational Management to ascertain the content validity of instruments for the research, after presenting a copy of the questionnaire, and check list, to the experts, an intellectual comments, expertise corrections, sound observations and other valuable suggestions was offered for the improvement of the instruments, and it is base on their observations and comments that a standard copy was produce for this research.

#### **Reliability of the Instrument**

Reliability refers to the consistency of a test instrument to measure what it supposed to measure. After the validation of the instruments, a pilot study was conducted where the Questionnaire and Observation Check List was administered to respondents apart from the ones that was already sample for the study. A test-retest method of reliability was used after an interval of three weeks in order to establish the authenticity and stability of responses over time.

#### **Method of Data Collection**

The researcher was in company of trained research assistants, after introducing themselves to the school administrators on their arrival day. The researcher and research assistants was able to make the respondents to understand that the Questionnaire and Observation Check List was only meant for research purposes and all information obtained are to be treated in strict confidence. After administering the Questionnaire and Observation Check List to all selected samples, a period of one week interval was given to the respondents for the purpose of filling the Questionnaire and the Observation Check List. However, the research assistants guide some respondents who may need some explanations on how to fill in the Questionnaire and the Observation Check List. This method of self- visitation to the area under study was deemed the best, because it facilitates a lot in the successful collection of completed Questionnaires and Observation Check List and it resulted in obtaining valid and accurate data. Five Thousand, Two Hundred and Sixteen thirty one (5,216) Questionnaires and Observation Check List was produced and was distributed to the respondents for the purpose of this study. In the case of Observation Check List, respondents would only tick which records are available in their school as arranged in the Check List

#### **Method of Data Analysis**

In order to interpret the data collected, descriptive statistics such as frequency counts and percentages was used in analysing the data. Percentages was used to describe the nature of a particular response to an item of the Questionnaire as well as Observation Check List, while frequency counts was used to describe the responses of both instruments.

### **PRESENTATION AND ANALYSIS**

This section presents and analyses the result obtained from the data collected in the field. Descriptive statistics of frequency counts, percentage and tables were used to interpret the data.

**Analysis of the Research Questions**

**Research Question 1:** *What is the level of availability and quality of management of general administrative records in senior secondary schools in Yobe state?*

This research question one was answered and presented in table

**Table 3: Availability and Management of General Administrative Records in Senior Secondary Schools**

S/N	Item Statements	Agreed F (%)	Disagreed F (%)	Un- decided
1.	All administrative records are available in your School	278 (88%)	39 (12%)	00
2.	School makes effort to create administrative records	251 (79%)	66 (21%)	00
3.	School properly maintain and keep all administrative records	271 (85%)	46 (15%)	00
4.	School regularly updates administrative records	266 (84%)	51 (16%)	00
5.	School disposes out-dated administrative records	172 (54%)	145 (46%)	00

Source: Field Work 2023

From Table 3, it is obvious that administrative records are available and managed well in senior secondary schools in Yobe State. Item 1 shows that 88% of the participants agreed that all administrative records are available in schools. Item 2, it's indicated that 79% of the participants agreed that schools makes effort to create administrative records in schools. Item 3, it's indicated that 85% agreed that schools properly maintain and keep all administrative records. Item 4, it revealed that 84% of respondents agreed that schools regularly updated their administrative records. Item 5, it's clearly indicated that 54% of the respondents agreed that schools periodically disposes an out-dated administrative records. Thus, the findings in Table 3 shown that the level of availability and quality of management of general administrative records in senior secondary schools in Yobe State was very impressive and so encouraging, this adequately answers research question one raised earlier in the study.

**Research Question 2:** *What is the availability and management of finance records in senior secondary schools in Yobe state?*

In order to answer this research question two, responses of items 1 – 5 was answers presented in table 4.

**Table 4: Availability and Management of School Finance Records in Senior Secondary Schools**

S/N	Item Statements	Agreed F (%)	Disagreed F (%)	Un- decided
1.	All finance records are available in your school	292 (92%)	25 (8%)	00
2.	School makes efforts to create finance records	184 (58%)	133 (42%)	00
3.	School properly maintain and keep all finance records	123 (39%)	194 (61%)	00
4.	School regularly updates finance records	138 (44%)	179 (56%)	00
5.	School disposes out-dated finance records	234 (74%)	83 (26%)	00

Source: Field Work 2023



In Table 4, it is obvious that no school can achieve its desire objectives without required available financial records. Item 1 shows that 92 % of the respondents agreed that all finance records are available in school. These available finance records can help in managing the school in order to achieve its desire objectives. Item 2, indicated that 58% agreed that school makes effort to create all finance records. Item 3, indicated that 194% of the respondents disagreed with the statement that said school properly maintain and keep all finance records. Item 4, it also indicated that 174% of the respondents disagreed with the statement that said school regularly updates finance records. But, Item 5, it clearly indicated that 74% of the respondents agreed with the statement that said school disposes out-dated finance records.

**Research Question 3:** *What is the availability and management of stores records in senior secondary schools in Yobe state?*

In order to answer this research question three, responses of items 1 – 5 was answers presented in table 5.

**Table 5: Availability and Management of School Stores Records in Senior Secondary Schools**

S/N	Item Statements	Agreed F (%)	Disagreed F (%)	Un- decided
1.	All stores records are available in your school	136 (43%)	18 (57%)	00
2.	School makes effort to create store records	268 (85%)	49 (15%)	00
3.	School properly maintain and keep all store records	268 (85%)	49 (15%)	00
4.	School regularly updates store records	232 (73%)	85 (27%)	00
5.	School disposes out-dated store records	110 (45%)	207 (65%)	00

Source: Field Work 2023

In Table 5: it's indicated that 57% of the respondents disagreed with the statement that said all store records are available in school. Item 2, it's indicated that 85% of the respondents agreed that school makes effort to create store records. Also, Item 3, it shown that 85% of the respondents agreed that school regularly maintain and keep all store records In the same table, Item 4, it also indicated that 73% of the respondents agreed that school regularly updates store records. But, Item 5, it indicated that 65% of the respondents disagreed with the statement that said school disposes out-dated store records.

**Research Question 4:** *What is the availability and management of health records in senior secondary schools in Yobe State?*

In order to answer this research question four, responses of items 1 – 5 was answered and presented in table 6

**Table 6: Availability and Management of School Health Records in Senior Secondary Schools.**

S/N	Item Statements	Agreed F (%)	Disagreed F (%)	Un- decided
1.	All health records are available in your school	144 (45%)	173 (55%)	00
2.	School makes effort to create health records	281 (89%)	36 (11%)	00
3.	School properly maintain and keep all health records	254 (77%)	72 (23%)	00
4.	School regularly updates health records	232 (73%)	85 (27%)	00
5.	School disposes out-dated health records	194 (61%)	123 (39%)	00

Source: Field Work 2023

In Table 6, Item 1, it's indicated that 55% of the respondents disagreed with the statement that said all health records are available in school. But, it's indicated Item 2, where 89% of the respondents agreed that schools in Yobe State make extra effort to create health records. Item 3, it shown that 77% of the respondents agreed that school maintained and keep all health records. Item 4, it clearly indicated that 73% of the respondents agreed that, schools regularly updated its health records. Item 5, in the same table, it shown that 61% of the respondents testified that school periodically disposes out-dated health records.

**Research Question 5:** *What is the availability and management of guidance and counselling records in senior secondary schools in Yobe State?*

To answer this research question five, responses of items 1 – 5 was and presented in table 7

**Table 7: Availability and Management of School Guidance and Counselling Records in Senior Secondary Schools.**

S/N	Item Statements	Agreed F (%)	Disagreed F (%)	Un- decided
1.	All guidance and counselling records are available in your school	148(47%)	169 (53%)	00
2.	School make effort to create guidance and counselling records	194(61%)	123 (39%)	00
3.	School properly maintain and keep all guidance and counselling records	17 (54%)	146 (46%)	00
4.	School regularly updates all guidance and counselling records	201(63%)	116 (37%)	00
5.	School disposes out-dated guidance and counselling records	25 (79%)	67 (21%)	00

Source: Field Work 2023

In Table 7, it is indicated that Item 1, 53% of the respondents disagreed with the statement that said all guidance and counselling records are available in schools. But in item 2, it's indicated that 61% of the respondents agreed that schools makes to effort to create guidance and counselling records. Item 3, it indicated that 54% of the respondents agreed that school in Yobe State properly maintain and keep all guidance counselling records. In the same table, it's indicated Item 4, shows that 63% of the respondents agreed with the statement which said schools regularly updates it is guidance and counselling records in Yobe State. It also indicated that 79% of the respondents in item 5 agreed that schools in Yobe State periodically dispose out-dated guidance and counselling records.

**Summary of Major Findings**

The main objectives of this study were to assess the availability and management of school records for effective administration in senior secondary schools in Yobe State. Therefore, the following are summary of the findings of the study:

1. Availability and management on general administrative records in senior secondary schools in Yobe State was highly encouraging, because the schools management are trying their best to see that all administrative records are available in school, with all the insecurity the state experiences. However, schools management in the area under study shows concerned not only in the area of making general administrative records available but also in proper keeping and qualitative maintenance for the smooth running of schools;
2. The schools financial records was also available in senior secondary schools in Yobe State, due to the fact that majority of the respondents agreed that finance records are available and well- kept as the management are doing their best to see that finance are been created, updated, as well as disposes them when it is not much needed even for reference in school environment;
3. Not all store records are available, going by what is happening in the area under study, because schools buildings were destroyed by the activities of insurgencies. As a result of this the school

management makes extra effort to create more store records, and updates the ones on the ground as well as disposing the irrelevant ones;

4. There was no available health record in senior secondary schools in Yobe State, due to migration of some school dispensers as a result of attacked by Boko-Haram, but other responses on health findings shows that school management concentrate on creating and developing more health records considering the value of health in school, and
5. Records on guidance and counselling in senior secondary schools in Yobe State was not available, but considering the important role of guidance and counselling services in secondary schools with regard to discipline of students in the areas of drug abuse, truancy bullying, destruction of school properties etc. As a result of these, schools management should redoubled their effort to see that more guidance and counselling records are been created in school and the little ones are updated for the smooth running of schools.

### **DISCUSSION OF FINDINGS**

In this section of the research, the data presented and analysed were further discussed.

In Table 3, result of the data presented showed that management of records was available in senior secondary schools in Yobe State. It is worthy of note that making records available and good management plays an important roles in the school administration. The findings of table 3, indicated that general administrative records are available in senior secondary schools This agreed with, Durosaro ( 2002), when he said, general administrative school records are official document, transcripts, or copies of proceedings of actions, events, and other matters kept by the school managers, school records could be viewed as authentic register, instruments or documents of official account of transaction or occurrences which are preserved in the school's office. Therefore, the education law in virtually all states of the federation requires that every school must keep certain specified records. For example, section 22 (1) of the federation (General) Regulation in 1964 the education law. In the same year (1964), the education law stipulates that every institution, other than a corresponding college or training college shall managed and kept records and books. While those unnecessary are known as non-statutory records.

Another findings showed that schools management makes extra effort to see that administrative records are been created, files and other records are properly maintain and kept in schools, this agreed with Mahuta (2014), when he pointed out that, filling or drawers should be labeled to ease identification, storage for retrieval of files, strong locks and keys should provided for the safety and security of sensitive documents to prevent unauthorized person to get access to, keys must be kept in such a way that no unauthorized person can have access to them.

In the same findings, it is indicated that, the majority of the respondents agreed that in the area under study schools used to update the general administrative records. This agreed with the saying of Akanbi (1999 ) opined that, school records that contained untrue statement are worthless and it shows the kind of personality the record keeper has.

This research question one was found to be accepted because previous researchers, for example Khalid ( 2014) , who conducted a research on Record Management in Government Secondary School in Kaduna North Local Government, Nigeria. The finding of his research concluded that, all statutory records are available because files are kept in cupboards, boxes and in a store and also kept in a paper format, this is the traditional method of preserving records and he concluded that, trained staff are needed in managing general administrative records in schools.

The findings of the study showed that, schools in area under study Yobe State management performed high level of expectation in the creating records, updating records, as well as disposing out-dated or semi-active records. This is a clearly indicated that, general administrative records are available and they are in good conditions, and this may facilitate and enhances the smoothness of the school administration. Therefore, all the items in table 3 indicated positive results, so this may serve as data bank on which both the schools and ministry can use in planning and other matters that can move the schools forward.

However, Table 3, all the items stated revealed that, general administrative records are available in senior secondary schools; this would enhance effective management performance of secondary school

administrators. Therefore, availability of records and management co-ordinates and protects an institutions records. The management of records in senior secondary schools like in any other formal organization is a cyclical involving the principals, teachers, students, messengers', as well as clerks. Thus, school records whether statutory or non- statutory, physically or electronic ones should be properly kept and managed for day-to-day consultations and feature retrieval.

Understanding the importance of making available records in school administration in secondary schools will make one want to know the areas of finance records could be established. Research question two findings indicated that, management of school records on finance in senior secondary schools in Yobe state are available, due to the fact that the majority of respondents agreed that schools finance records are available and management used to create financial records where possible for the smooth and effective management, this agreed with the statement of Chifwepa ( 1995), financial records need to be maintained for auditing and reporting, because funding agencies like: UNICEF, UNESCO, NGOs and parents who make financial contributions to a school like to know how their contributions are being used. By keeping these records the school is able to made information available. In line with the above statement, Akanb (1999) stated that, school must have internal control system necessary to keep all the administration of finance intact. The school head serves as Chief Accounting Officer is expected to design various type of internal control that will enable him/her to check effectively the actions and activities of the school Bursar/Financial Clerk who handles the collection of all levies in the school.

In the same finding, table 4, showed that availability and management of school records on finance in senior secondary schools was so encouraging due to the fact that creating, updating, and even disposing the unwanted financial records are in line with the statement of Amanchukwu and Nwachukwu (2015), opined that school finance records are essential document that help to organized the whole payment made and received. School finance records shows receipt of all items of expenditures, this record is kept with the accountant or clerk in the absence of school treasurer. In the same research finding two that indicate financial records was so impressive in terms of availability, creativity, and disposing of records that are not much relevant in school's operations. Manga (2015) explained how school financial records plays an important roles in determining the payment made either by students or any funding organizations because it capture the date, serial number, name of students or body that made the payment as well as the receipt number and amount so that it will help in accounting what has been done in school finance sector or unit.

Research finding three revealed that, not all the store records are available in senior secondary school schools in Yobe State this is as result of insecurity the state faced, which well -known Boko Haram activities destroyed some schools through the use of bombs and other related weapons, the findings also indicated that, schools makes effort to create relevant stores records, and to make sure that store records are properly managed well in accordance with stores management practice, and also the management engaged themselves periodically to updates store records so that it will be available, also the findings revealed that, schools don't usually disposes it is store records because at the beginning results showed that store records are not much available. This findings was in line with the statement of Akanbi ( 1999) who said that school heads has the responsibility of keeping his/her school stores records intact, school stores records must be protected against illegal entries, fire-outbreak, theft, manipulation and fraud.

In finding 5, this indicated that management of store records in senior secondary schools in Yobe State was highly courageous, despite the fact that, the state experiences insurgencies. In respect to this, Amanchukwu and Nwachukwu (2015) are of the opinion that school stores records shows the current supply of equipment and other materials in the school. It is usually divided into parts. The first part showing the consumable items such as: ( duster, chalk, diaries, registers, reagents, among others) while, the other part showing the non-consumable items such as: (furniture, filling cabinet, Air- conditioners, Tape-Recorder, Television, Computers, among others).It also contains names, date of the supply and expiring dates of goods supplied.

However, the findings in table 6, it's indicated that not all health records are available in senior secondary schools in Yobe State, But, the result showed that, the management responded in coming up with initiative to create and managed all the necessary health records that can boast the effective management of records in school administration, the findings also revealed that school management time-

to-tame updated their health records at hand in order to make sure that health service delivery is in order for staff and students as well as for requesting government to supply drugs and other equipment's to school for day-to-day operations, this is a clear indication that the majority of the respondents agreed with most of the item stated concerning health records in schools. In respect to this, Banyan (2011) who opined that health records keeping in school is an important part of proper clinic management, with good records you can assess your clinic performance and understand when and where changes can be made in order to improved it is service to those that are designed for. The essence of good records keeping is to write down what happens in the school clinic and to know the types of diseases students complained for and to determine the types of drugs to be supply to the school.

In the same findings, it showed that majority of the respondent agreed that all the items stated on health are in order and should be properly managed, which is inline with the UNESCO (2005), whose stressed that: school must take the initiative in getting students to received medical treatment when the need arises. The school clinic must have: A list of all students with their medical certificate of fitness, their medical history records, family medical records and blood genotype grouping, health records book containing names of students who bring complaint to the clinic, sex, age, and class must always be recorded, as well as names of all students that sent to nearby hospital or dispensaries for further treatment together with date and treatment already given.

In Table 7, research findings five testified that, all the items stated on guidance counselling records in senior secondary schools in Yobe State got majority respond, but, the item 1 in table 7 showed that not all guidance and counselling records are available, and this thing happened as a result of insurgency in area under study which lead to destructions of school buildings especially administrative block, majority of the respondents agreed with the items in table 6 based on what exist in reality. However, Simatwa (2010) suggested that academic achievement in secondary schools is directly linked with effective monitoring of students discipline. Research regarding school unrest in Kenya has recommended that there is need for guidance and counselling services in schools.

However, still in research findings five which indicated that records on guidance and counselling in senior secondary schools in Yobe State is not all that are available, but the result showed that measures already taken to address the non- availability of guidance and counselling records. Infideli (2011 ), who said that records on guidance and counselling which have been used to advices, guide, and monitoring students can be consulted by teachers and school administrators to follow up students' progress and identify if they need remedial classes. Effective records management can assist parents to know the performance and progress of their children through their report card and continuous assessment book.

## **CONCLUSIONS**

The followings are the conclusions drawn from the study:

1. There is availability and good management of administrative records in senior secondary schools in Yobe State. This indicated that the schools management are trying their best to see that all administrative records are made available in schools, because records play an important role in determining the progress of schools;
2. The research thus, concludes that financial records are available in schools and much attention was given to them because of their value in the management of senior secondary schools in Yobe State. This shows that schools management kept all financial records because of their important roles in day-to-day school programmes;
3. Not all store records are available in senior secondary schools in Yobe State as observed by the findings of the study. This clearly shows that store records are not well kept and that may consequently affect the management of schools since store records played key role in the administration of secondary schools;
4. Health records are not available as observed by the findings of the study in Yobe State senior secondary schools. The study noted that, there was an emergency migration of some schools dispensers due to constant attack by the insurgence as revealed by the findings of the study; and

5. Records on guidance and counselling services in senior secondary schools in Yobe State were not available. The findings of the study testified that it happened as a result of insurgency in the area under study which led to destructions of school buildings especially administrative block.

### **RECOMMENDATIONS**

Based on the findings of the study and conclusions drawn, the following recommendations were made:

1. The State Ministry of Education should encourage the school managers to redouble their effort in making general administrative records available and records managers in schools should also be well equipped with adequate training and skills required in general administrative records;
2. Yobe State Ministry of Education in collaboration with Ministry of Finance should appoint a trained and qualified financial records manager who can take the responsibility of finances in senior secondary schools, because school finance records helps in accounting of all the income and expenditures in schools;
3. Yobe State Ministry of Education should employ more store officers that are well trained with all the skills required in store management practice, this is to enable them classify all store records in order to make it easier for access and retrieved on day-to-day transactions in schools, as the this research observed, both Schools and Ministry of Education (MOE) generate information through the use of store records and it helps both in planning purposes once the record is accurate and reliable;
4. Yobe State Ministry of Education should work with State Ministry of Health in supporting senior secondary schools with professional health workers in managing schools clinics/dispensaries as well as creating, maintaining, updating all health records in schools, as this research noted that, there are some areas of health services that needed professional handling, and to undertake monitoring and evaluation exercise in schools health services delivery; and

Yobe State Teaching Service Board should direct all school principals to reactivate the office of guidance and counselling services in senior secondary schools, as guidance and counselling records in schools helps in providing school with accurate information about truant students, students that are newly admitted and it also provide information on students that come for counselling services and even students' academic achievement in secondary schools were directly linked with effective monitoring of students discipline

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