

IMPACT OF RECORD KEEPING ON THE ADMINISTRATION OF PUBLIC SECONDARY SCHOOLS IN BENUE SOUTH SENATORIAL DISTRICT, NIGERIA

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ABSTRACT

The study investigated the impact of record keeping on the administration of public secondary schools in Benue South Senatorial District, Nigeria. Two research questions guided the study and two hypotheses were tested. The study adopted descriptive survey research design. The population comprised 768 teachers from 101 public secondary schools. A sample of 300 respondents representing 39% of the population for the study from 20 schools representing 20% of the schools was selected using simple random sampling technique. Record keeping and School Administration Questionnaire (RKSAQ) was used for data collection. It was validated by three research experts and the reliability was determined using Cronbach Alpha statistics. The result of the reliability was 0.91. Mean Scores and Standard Deviations was to answer the research questions. Analysis of Variance (ANOVA) was used to test the hypotheses at 0.05 level of significance. The findings of the study showed that keeping of historical and academic records has significant positive impact on the administration of public secondary schools. It was concluded that proper keeping of records would enhance administration of public secondary schools. It was recommended that public secondary schools principals in Nigeria should ensure regular keeping of historical and academic records. This could enhance administration of public secondary schools in Nigeria.

Keyword: Record keeping, historical records, academic records, administration of public secondary schools.

Introduction

In any organization administration is essential for the achievement of goals and objectives. Administration is the systematic organization, direction and coordination of both human and material resources to achieve educational goals and improve student learning outcomes (Oyetunde & Samuel, 2022). It encompasses planning, staffing, supervision, budgeting, curriculum implementation, and maintenance of discipline within the school setting. Effective administration ensures the smooth functioning of schools by aligning school activities with government educational policies and societal expectations. It also involves collaboration between principals, teachers, non-teaching staff, students, and community stakeholders to foster an environment conducive to teaching and learning (Oyetunji, 2020). In recent years, administration of public secondary schools in Nigeria especially, Benue South Senatorial District seems to face numerous challenges, one of which is the persistent issue of poor record keeping.

Effective educational administration relies significantly on the proper documentation and management of records, which serve as a basis for planning, accountability, policy implementation and informed decision-making (Oyetunde & Samuel, 2022). However, in many schools within the district, record keeping is characterized by outdated methods, lack of trained personnel and insufficient storage facilities, leading to loss, inaccuracy and inaccessibility of vital information (Akinfolarin, et al., 2023). These deficiencies may hinder the ability of school administrators to track student progress, manage staff effectively and monitor school performance over time, thereby impeding institutional growth and development. Furthermore, the digital divide and limited funding exacerbate the challenge, as many schools in the region lack access to modern information management systems and infrastructure. This appears to affect proper keeping of historical and academic records in public secondary schools in the region.

Historical records refer to documented information preserved over time that provides evidence of past events, decisions and activities within an organization, including admission registers, staff records, minutes of meetings and financial documents (Ololube, 2018). Historical records play a vital role in effective administration by serving as tools for informed decision-making, policy formulation, staff and student management, and accountability. According to Akomolafe and Adesua (2016), the availability and proper use of historical records enhance school planning and transparency, thus promoting better governance. Similarly, Owoye and Yara (2017) assert that access to accurate records enables school administrators to track progress, manage resources efficiently, and respond appropriately to government directives. However, poor record-keeping practices have been linked to mismanagement and lack of continuity in administrative processes (Ololube, 2018). Hence, the maintenance of reliable historical records is indispensable to achieving organizational effectiveness in Nigeria's public secondary schools. According to Olaniyan and Israel (2020), the maintenance and proper use of historical records help schools track progress, identify recurring challenges and formulate strategies for improvement. These records also serve as tools for preserving the institutional culture and ensuring continuity in leadership and administration, which is vital in an era of frequent changes in school management.

Academic records are documented data that capture students' educational history, including grades, attendance, discipline and progress reports, used to support decision-making and planning in schools (Oyetunji, 2020). In the administration of public secondary schools in Nigeria, academic records play a pivotal role in enhancing transparency, accountability and educational planning. Studies show that effective management of academic records improves school organization, supports student monitoring, and facilitates policy implementation (Adewumi & Ajayi, 2021). According to Edeh and Igwe (2022), proper record-keeping enhances principal-teacher coordination, enables effective reporting to

educational authorities, and aids in tracking academic performance. Inefficient or inaccurate academic records, however, hinder decision-making and can negatively affect teaching and learning outcomes. Therefore, the quality of academic records significantly influences the efficiency of school administration in the Nigerian educational system. As noted by Akomolafe and Adesua (2016), proper documentation and management of academic records enhance transparency and support data-driven decision-making processes. It is based on the above background that this study investigated the impact of record keeping on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Statement of the Problem

Effective record keeping is fundamental to the smooth administration of public secondary schools, yet in the Benue South Senatorial District of Benue State, Nigeria, the management and utilization of historical and academic records remain inadequate and poorly organized. The absence of reliable historical records undermines the ability of school administrators to preserve institutional memory, plan effectively, and maintain continuity in school governance. Furthermore, many schools lack standardized systems for collecting, storing, and retrieving essential records such as students' academic performance data, admission registers, staff records and school history documents. This deficiency seems to hamper evidence-based decision-making, disrupts academic planning and complicates the tracking of student progress and institutional development over time. Consequently, the ineffective handling of these records may continue to negatively impact administrative efficiency, transparency and accountability in public secondary schools in Benue South Senatorial District, Nigeria. Investigating this anomaly is necessary to ascertain the exact impact of record keeping on administration of public secondary schools in Benue South Senatorial District, Nigeria.

Purpose of the Study

The purpose of the study was to investigate the impact of record keeping on administration of public secondary schools in Benue South Senatorial District, Nigeria. Specifically, the study sought to:

1. examine the impact of keeping of historical records on administration of public secondary schools in Benue South Senatorial District, Nigeria.
2. determine the impact of keeping of academic records on administration of public secondary schools in Benue South Senatorial District, Nigeria.

Research Questions

The following research questions guided the study:

1. What is the impact of keeping of historical records on administration of public secondary schools in Benue South Senatorial District, Nigeria?
2. What is the impact of keeping of academic records on administration of public secondary schools in Benue South Senatorial District, Nigeria?

Hypotheses

The following hypotheses were formulated and tested for the study at 0.05 level of significance:

1. Keeping of historical records has no significant impact on administration of public secondary schools in Benue South Senatorial District, Nigeria.
2. Keeping of academic records has no significant impact on administration of public secondary schools in Benue South Senatorial District, Nigeria.

Methodology

The study adopted descriptive survey research design. The population of the study comprised 768 teachers from 101 public secondary schools in Benue South Senatorial District (Benue State Teaching Service Board Makurdi, 2024). A sample of 300 respondents representing 39% of the population for the study from 20 schools representing 20% of the

schools was used for the study. This agrees with Emaikwu (2021) who recommended that when a population is 1000 or above, 10% or more will be enough to constitute the sample of the study. Simple random sampling technique was used to select the sample for the study. The instrument used for data collection was “Record keeping and School Administration Questionnaire (RKSAQ)”. The questionnaire contained 10 items on the two variables of the study. The instrument was structured on four-point modified likert scale of Strong Agree (SA)=4, Agree (A)=3, Disagree (D)=2 and Strongly Disagree (1)=1. Face and content validity of the questionnaire was carried out by three research experts in the Department of Educational Foundations, Rev. Fr. Moses Orshio Adasu University, Makurdi. Cronbach Alpha was used to determine the reliability of the instrument and it yielded reliability coefficient of 0.91. Data collected were analyzed using Mean scores and Standard Deviations to answer the research questions. If an item has a Mean score of 2.50 cut-off point and above, record keeping has significant negative influence on the administration of public secondary schools. On the other hand, if it scored less, record keeping has no impact on the administration of public secondary schools. The hypotheses were tested using Analysis of Variance (ANOVA) at 0.05 level of significance.

Results

Research Questions 1

What is impact of keeping of historical records on the administration of public secondary schools in Benue South Senatorial District, Nigeria?

Table 1

Mean Ratings and Standard Deviations of Responses of Respondents on the Impact of Keeping of Historical Records on Administration of Public Secondary Schools in Benue South Senatorial District, Nigeria

S/No	Item Description	N	SA	A	D	SD	\bar{X}	SD	Decision
1	Accurate entry into log books enhances proper coordination of school activities.	300	71	103	92	34	2.70	0.96	Agree
2	Keeping minute books enhances quick retrieval of information.	300	64	132	81	23	2.79	0.87	Agree
3	Keeping of visitors' books boots the image of the school.	300	82	107	82	29	2.81	0.95	Agree
4	Keeping staff movement books helps the principals to control the movement of staff.	300	70	102	91	32	2.68	0.97	Agree
5	Keeping of time books enhances quick take-off of activities in schools.	300	120	70	94	16	2.98	0.96	Agree
Cluster Mean							2.79		Agree

Source:Field Survey (2025)

Table 1 indicates that the mean rating of respondents for items 1 to 5 were 2.70, 2.79, 2.81, 2.68 and 2.98 with the corresponding standard deviations of 0.96, 0.87, 0.95, 0.97 and 0.96. Based on the data all the respondents agreed that accurate entry into log books enhances proper coordination of school activities, keeping minute books enhances quick retrieval of

information and keeping of visitors' books boosts the image of the school. The respondents also agreed that keeping staff movement books helps the principals to control the movement of staff and keeping of time books enhances quick take-off of activities in schools. The cluster mean score was 2.79 above the mean cut-off point of 2.50. This means that keeping of historical records have positive impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Research Questions 2

What is impact of academic records on the administration of public secondary schools in Benue South Senatorial District, Nigeria?

Table 2

Mean Ratings and Standard Deviations of Responses of Respondents on the Impact of Keeping of Academic Records on Administration of Public Secondary Schools in Benue South Senatorial District, Nigeria

S/No	Item Description	N	SA	A	D	SD	\bar{X}	SD	Decision
6	Updating admission registers provides the principal with the exact number of students' enrolment.	300	57	127	86	30	2.70	0.89	Agree
7	Keeping school attendance registers provides information for evaluation of students' attendance to classes.	300	56	144	73	27	2.76	0.86	Agree
8	Updating school timetable facilitates the harmonious coordination of all school activities.	300	71	115	91	23	2.78	0.90	Agree
9	Keeping subject syllabus enables teachers to effectively organize teaching.	300	70	111	81	38	2.71	0.96	Agree
10	Keeping of lesson notes helps teachers to teach effectively.	300	90	124	63	23	2.94	0.90	Agree
Cluster Mean							2.78		Agree

Source: Field Survey (2025)

Table 2 indicates that the mean rating of respondents for items 6 to 10 were 2.70, 2.76, 2.78, 2.71 and 2.94 with the corresponding standard deviations of 0.89, 0.86, 0.90, 0.96 and 0.90. Based on the data all the respondents agreed that updating admission registers provides the principal with the exact number of students' enrolment, keeping school attendance registers provides information for evaluation of students' attendance to classes and updating school timetable facilitates the harmonious coordination of all school activities. The respondents also agreed that keeping subject syllabus enables teachers to effectively organize teaching and keeping of lesson notes helps teachers to teach effectively. The cluster mean score was 2.78 above the mean cut-off point of 2.50. This means that keeping of academic records have positive impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Hypotheses

Hypothesis 1

Keeping of historical records has no significant impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Table 3

Single Factor Analysis of Variance (ANOVA) of Impact of Keeping of Historical Records on Administration of Public Secondary Schools in Benue South Senatorial District, Nigeria

Source of variation	Sum of squares	df	Mean squares	F-Cal	F-Crit	P	Remark
Between Group	280.508	5	56.102	35.28	2.21	0.05	Significant
Within Group	467.529	294	1.590				
Total	748.037	299					

Source: Field Survey (2025)

Table 3 indicates F of 35.28 calculated at 0.05 level of significance for 5 and 294 degree of freedom was obtained. Since the F-cal (35.28) exceeds the F-crit (2.21) for 5 and 294 degree of freedom and $p=0.05$, the null hypothesis was rejected. This therefore implies that keeping of historical records has significant positive impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Hypothesis 2

Keeping of academic records has no significant impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Table 4

Single Factor Analysis of Variance (ANOVA) of Impact of Keeping of Academic Records on Administration of Public Secondary Schools in Benue South Senatorial District, Nigeria

Source of variation	Sum of squares	df	Mean squares	F-Cal	F-Crit	P	Remark
Between Group	316.421	4	79.105	54.07	2.37	0.05	Significant
Within Group	431.616	295	1.463				
Total	748.037	299					

Source: Field Survey (2025)

Table 4 indicates F of 316.421 calculated at 0.05 level of significance for 4 and 295 degree of freedom was obtained. Since the F-cal (54.07) exceeds the F-crit (2.37) for 4 and 295 degree of freedom and $p=0.05$, the null hypothesis was rejected. This therefore implies that keeping of academic records has significant positive impact on the administration of public secondary schools in Benue South Senatorial District, Nigeria.

Discussion of Findings

The findings of the study showed that keeping of historical records have significant positive impact on administration of public secondary schools in Benue South Senatorial District, Nigeria. This finding agreed with the finding of Owoeye and Yara (2017) assert that access to accurate records enables school administrators to track progress, manage resources efficiently and respond appropriately to government directives. The finding also conformed with Ololube (2018) that poor record-keeping practices have been linked to mismanagement and lack of continuity in administrative processes. Olaniyan and Israel (2020) in support this finding found that maintenance and proper keeping of historical records help schools track progress, identify recurring challenges and formulate strategies for improvement. These records also serve as tools for preserving the institutional culture and ensuring continuity in leadership and administration, which is vital in an era of frequent changes in school management.

The findings of the study also showed that keeping of academic records have significant positive impact on administration of public secondary schools in Benue South

Senatorial District, Nigeria. This finding is in line with Adewumi and Ajayi (2021) who maintain that academic records play a pivotal role in enhancing transparency, accountability and educational planning. The finding also agreed with Edeh and Igwe (2022) who found that proper record-keeping enhances principal-teacher coordination, enables effective reporting to educational authorities, and aids in tracking academic performance. Inefficient or inaccurate academic records, however, hinder decision-making and can negatively affect teaching and learning outcomes. Akomolafe and Adesua (2016) further indicated that proper documentation and management of academic records enhance transparency and support data-driven decision-making processes.

Conclusion

Based on the findings of the study, it was concluded that record keeping has significant positive impact on administration of public secondary schools in Benue South Senatorial District, Nigeria. This means that proper keeping of historical and academic records would enhance administration of public secondary schools by maintaining and retrieving records of past events and students' academic records thus enabling effective decision making for a smooth running of public secondary schools in Nigeria.

Recommendations

Based on the conclusion above, the following recommendations were made:

1. School administrators such as government officials and secondary school principals should ensure that there is proper keeping of historical records such as including admission registers, staff records, minutes of meetings and financial documents in public secondary schools. This may enhance administration of public secondary schools in Nigeria.
2. School administrators in public secondary schools such as principals and vice principals should also strengthen the keeping of academic records such as grades, attendance, discipline and progress reports of students in public secondary schools. The proper keeping of these records would provide the basis for which administration of public secondary schools would enhance in Nigeria.

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