

## **The impact of records management on school administration secondary schools of Kumi District**

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### **ABSTRACT**

The topic of the study “The Impact of Records Management on School Administration Secondary Schools of Kumi District.” The problem the researcher identified, which precipitated the need to undertake this study, was the outcry triggered off by the stakeholders in Kumi district, over the quality of school administration, carried out by headteachers without basic knowledge, skills and training, in record management. In order to investigate into this problem, the researcher, selected the twenty schools for the study through a random sample. The schools were picked from among government aided, private, day and boarding, single sex and mixed secondary schools in Kumi district. The respondents were selected through purposive sampling, drawing five respondents from each school, thus totaling one hundred altogether. Headteachers, were identified as the key informants and were treated to a key informants self-administered questionnaire guide, which yielded the quantitative data required for the study. The other category of respondents were treated to a focus group discussion instrument, which yielded the qualitative data required. The qualitative and quantitative data were coded, analyzed and triangulated. The researcher, employed the chi-square statistical analysis procedure for data analysis, which yielded significant results, calling for the rejection of all the null hypotheses. The researcher finally, discussed the results, relating his findings to those of the authorities quoted in the related literature. In the final analysis, the findings of the study showed that records management had a significant impact on school administration in the sampled secondary schools of study.