# STRATEGIES TO FIGHT CORRUPTION WITH PARTICULAR REFERENCE TO RECORDS MANAGEMENT.

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# DEFINATIONS.

## WHAT ARE RECORDS?

- Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. (ISO 15489-1).

## KEY WORDS.

- *Records are created or received*
- *Maintained as evidence of official transaction*
- *It is a legal requirement that records are maintained*.

# WHAT IS RECORDS MANAGEMENT?

- Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capture and maintaining evidence of and information about business activities and transactions in the form of records.

**Key words:**

- Efficient and systematic control of creation, receipt, maintenance, use and disposal

# WHY RECORDS MANAGEMENT IN CORRUPTION PREVENTION?

- Records document official transactions
- Judgments/decisions are based on records
- Corruption is best identified through records
- Sound R.M. systems – Key to corruption prevention.
- Poor R. M. systems aid in corrupt practices
- Good governance – dependent on good R.M

# CORRUPTION PREVENTION PLAN IN RECORDS MANAGEMENT.

**CORPORATE**

- In order to seal corruption loopholes in records management, the University Management has approved a records management programme.

- The R.M programme takes care of among other things:

# PREVENTION PLAN CONTD.

## 1. Review of classification and indexing schemes
**PURPOSE:**
- For ease of filing
- For ease of identification of mail/information
- For ease of retrieval
- Allows efficient distribution of information for action
- Aids in early identification of vital records
- Makes storage of records easier and accurate
- Aids in accountability and transparency

# PREVENTION PLAN 2

**Re-organization of registries/current records**

- Current records are indexed in line with a pre-determined classification scheme

- All current files are referenced

- Current files are arranged chronologically within the main functional classes

- Each class is kept/stored whole without division or seperation.

# PREVENTION PLAN 3

## Streamlining mail management and file control procedure.

- For enhancement of accountability and honesty
- Who received the mail and when?
- When was mail marked out and to whom?
- Who so what mail last and when?
- Who retrieved the file and why?
- To whom was the file marked and when?

# PREVENTION PLAN 4

**Preparation of draft retention disposal schedules**

- When is a file/record due for transfer to the archives?

- When is a file/record due for destruction

- Who is responsible for disposal

- What procedures are followed for disposal.

**Ensures accountability and honesty.**

# PREVENTION PLAN 5

**Computerization**

- To aid in safeguarding of information generally
- Limit unauthorized access to information
- Limit illegal changes in original document
- Limit leakage of information
- Limits careless destruction of information

# Prevention plan 6

**Staff recruitment.**
- Trained and skill full persons
- Persons with good morals
- Persons with good ethical behavior
- Persons  with no criminal background
- Persons who are honest
- Persons who are capable of living within their means
- Patriotic persons

# Prevention plan 7

**Staff sensitization/Staff training**

- Meant to let staff know best practices in records management

- Make staff skillful and reliable

- Let staff know the position of Management with regards to records keeping

- Inform staff about the pros and cons and also the legal requirements.

**PREVENTION PLAN 8**

**Security of records.**

- To prevent loss of records and information
- To prevent leakage of information
- To prevent plucking/destroying part or the entire record
- To prevent intended disaster
- To prevent giving information without authority
- To prevent aiding an authorized person to access to official information.

# RISK AREAS IN RECORDS MANAGEMENT ACTIVITIES.

**From the time records are:**

- Received
- Created

**During use and maintenance**

- Movement of mail
- Movement of files
- Storage of records

**During disposal**

- Destruction of vital records.

# RISK AREA

## Poor systems of classification and indexing.

**MANIFESTATION**

- Leads to inaccessibility to information.
- Haphazard filing of correspondences leading to misplacement of information.
- Poor storage and maintenance of current records.
- Delayed retrieval of information.
- Delayed decision making
- Delayed service delivery

## Lack of records control tools( registers/cards)

**M**anifestation.

- Staff operating but cannot be held accountable for misplacement or loss of documents and files

# Receipt of mail

**Manifestation**

- Un-coordinated points of receipt leading to delay and sometimes loss of information.

- Mail received but not date stamped nor registered to avert accountability

- Mail may be received but immediately destroyed or smuggled out of the office.

- Mail may be received but put in a drawer so that decision and action not taken

# Dispatch of mail

**Manifestation.**

- Delayed dispatch

- Dispatched to a wrong address with intention to loss or delayed receipt.

# Filing of mail

**Manifestation**

- Intentional placement of mail into a wrong file so that it is not easily traced for action.

# Custody/Storage of documents and files

**Manifestation**

- Keeping of files in the wrong locations within the registry/office to delay action or cause action not to be effected.

- Locking of files in desk drawers.

- Hiding current files among closed records

- Storage of records into a room or location knowing well that the records would be destroyed

# Leakage of information

**Manifestation**

- Leakage of information for personal gain.

# Personal attitude and poor ethical culture

- Person bent on using information for personal gain

# Destruction of records

**Manifestation**

- Setting office on fire

- Physical destruction of records through tearing or shredding

# Creation of mail/documents

**Manifestation**

- Making alterations
- Making additions
- Omissions of words/letters/numbers
- Unreferenced memo/letter

# Organizational culture

- Resistance to change
- Use of methods and practices that are open to abuse

# CONCLUSION

- **CORRUPTION IS EVIL**
- **CORRUPTION IMPOVERISES THE NATION**
- **CORRUPTION LEADS TO ECONOMIC, SOCIAL AND POLITICAL IMBALANCES.**
- **IT IS THE DUTY OF EVERY CITIZEN TO PREVENT CORRUPTION.**
- **PREVENTION IS BETTER THAN CURE.**
- **Through good records systems, procedures and practices, we shall be able to effectively fight and prevent corruption in UoN**