UNIJERPS
Unizik Journal of Educational Research and Policy Studies VOL.15 (1);
https://unijerps.org
2021 Impact Factor: 5.641; 2020 Impact Factor: 5.355.
January-June, 2023
Indexing and Impact Factor URL: http://sjifactor.com/passport.php?id=21363

ASSESSMENT OF THE AVAILABILITYAND UTILIZATION OF RECORDS IN THE ADMINITRATION OF PUBLIC SECONDARY SCHOOLS IN EBONYI STATE

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ABSTRACT

This study assessed the availability and utilization of records in the administration of public secondary schools in Ebonyi State. Two research questions and two null hypotheses were developed from specific purposes that guided the study. The design of the study was a descriptive survey design. The population for the study comprised all the two hundred and twenty six principals in Abakaliki, Onueke and Afikpo Education Zones of Ebonyi State secondary Education Board. All the principals were used for the study hence there was no sample. The study uses a checklist titled secondary school record availability checklist and questionnaire instrument titled secondary school record questionnaire SSRQ as the instrument for data collection. The instruments were subjected to face validation by three experts in Faculty of Education, Ebonyi state university Abakaliki; two lecturers from the Department of Educational Foundations (Administration and Planning Unit) and one expert from the Department of Science Education. The reliability of the instrument was ensured, using Cronbach's Alpha procedure and a reliability co-efficient of 0.955 was obtained. Descriptive statistics comprising mean and standard deviation were used to answer the research questions, while Chi Square and the t-test statistics were used to test the null hypotheses at 0.05level of significance. The findings of the study revealed that most of the statutory and non- statutory records were available and utilized in a great extent, only few records were unavailable and utilized in a very low extent. Male and female principals differ significantly on their percentage responses on the availability of statutory and non-statutory records in the administration of public secondary schools in Ebonyi State; there was no significant difference between the mean responses of male and female principals on how statutory and non-statutory record were utilized in public secondary schools in Ebonyi State. Based on the findings, it was recommended among others that, Ebonyi State government, through ministry of education should be more effective in making available those statutory records that were not available in some public secondary schools and that School principals need to improve on the aspect of utilization of few statutory records that were found to be under-utilized in some public secondary schools in Ebonyi State.

Keywords: Availability, Utilization, Records, School Records, Administration.

Introduction

Recording every organization is one of the most basic and significant assets that requires to be made available, adequately utilize and properly maintained in order to sustain its life span. Record as its name suggests is any instance of e-records medium on which information is presented for the purpose of its preservation and availability for future references. Record simply refers to documented statement of facts about the human, material and financial resources in the organization. Record according to Rogers(2019) is an item of information put into a temporary or permanent physical medium. Nnamdi (2012) opined that records are documented proof of transactions carried out in an organization which are stored for future references.

Effective school record practices no doubt demand record management. Record management involves the availability and utilization of record in order to achieve the purpose to which it was kept. Record management is so crucial for quality existence of man, education system, good performance and national development. The continuity of any school organization depends on availability of useful record of past activities (Okeke, 2015). In a complex organization like the school; it is not possible to keep all information in the brain because the volume of information is heavy. Therefore record must be provided, utilized and properly maintained toward the attainment of the goals to which schools were established. Accurate data of all activities going on in school are kept for effective decision making and if they are well documented, the decision making process is further made easier(Ujah, 2016). The importance of effective record management is probably the reason why Nwite (2015) argued that the school administrator may have the most elaborate set goals and a well- defined set of management principles regarding his job expectation; but if he do not properly store and manage his records, he will be ineffective in his overall administrative accountability. Information record and storage are always of absolute necessity in every organization because it facilitates easy auditing.

The school administrator has a role of observing the smooth running of all programmers of the school. However, the responsibility and the corresponding accountability for record keeping in schools lie squarely on the shoulders of the Chief executive of the school who is known as the school administrator or Principals in the case of secondary school level of education.

School records are categorized into statutory and non-statutory records. A statutory record is that record that is mandatorily kept by all schools because of it's' prescription by Education law/edict. It is the obligation of every school head to ensure the availability of statutory records in their schools. Examples of statutory records are; log book, admission register, class attendance register, lesson notes and plan, school time-table, scheme of work and others (Shehu, 2020)..Non-statutory records on the other hand represent those records not legally binding but are voluntarily

kept in schools because of their operational values in school administration. Non-statutory records include; visitor's book, minute's book, official correspondence file, inventory book, school budget, school calendar, staff movement book among others (Uduak, 2019). The extent to which an administrator succeeds in his administrative operation depends solely on the number of factors and one of these factors is record management(availability, utilization and maintenance).Ogomuegbulem (2020) maintained that records for school administrators are resources that needed to be available and utilized effectively for the attainment of school goals.

A school principal according to Attansey (2016) can be efficient in handling other aspects of the school such like human, financial and material resources but failure to make available school records will jeopardize his well- intended academic programmes, it certainly cost a lot of time and stress for a school principal who has no good record system of his routine administrative activities. Data record and storage are always necessary and creating, utilizing and maintaining a good record system in the school, many important papers can be organized in a few hours. Ozoemelam(2018) posited that school records are imperative in school administration since it can aid successful operation of school activities. With the increase in the functions and responsibilities of the school administrators, there is also the need to provide, utilize and maintain available school records effectively because the significance of record in schools cannot be overestimated. School record has the ability to provide authentic information as when needed.

The term availability indicates when something is easily obtainable and ready for use. Owoh (2014) opined that school record availability implies the action of making record and its facilities visible and accessible for use when needed. Record is available when it is handy and within the reach of everyone who needs it. Making provision for the availability of school records is very necessary for the existence ofevery school organization, this is why Ikpikem (2019) posited that availability of records in schools is pertinent and the most sensitive aspect of the job of an administrator because unavailability of records of past activities in school creates confusion and slows done the speed of operation. Ololube (2013) was critical about the necessity of providing school records when it was hinted that; incomplete and unreliable sources of data; inaccurate entries, incomplete and incorrect documentation; poor storage facilities; duplication of records; falsification of records or data; failure of government and school management to make available the necessary official registers for correct documentation, lack of adequate training in school record keeping are amongst the major setbacks to the effective school administration. Thus, effectiveness in making available school records especially in public secondary school in Ebonyi State may help to address the growing cases of data manipulation and falsification of records. School records are vital for a successful planning, administration of education and resource management. Similarly,

effective school record availability facilitates the manifestation of administrative efficiency in achieving school goals.

Record utilization in schools refers to the manner in which records are used by principals to aid smooth running of school activities. Utilization of record according to Denga (2013) guarantees administrative efficiency that are concerned with achieving cost-effectiveness in the creation, maintenance, use and disposal of the records of educational institutions throughout their entire life cycle and in making the information available for school administration. Thus, it is essential that records are utilized for the purposes in which they were kept in schools, because proper record keeping facilitates retrieval of valuable information that might be helpful in day-to-day operations and decision making in school systems globally (UNESCO, 2005). The importance of good record keeping transcends into short and long term benefits and affects the overall achievement of educational objectives. The needs for record utilization were emphasized by Mabera (2015) who stressed that utilization of school records promotes accountability and transparency in educational management. The author further stated that record keeping on the whole is vital in education operation as a result of its fundamental role in the process of efficient information production and collection. School record is an important means of accountability because they provide proof. Records such as cash books and stock books help to ensure accountability as they show income, expenditures and stock levels in a school. Records such as cashbook and the stock books can then be made available to auditors on demand for the auditing of school funds and facilities to guarantee record utilization. School record utilization for instance would promote the existence of reliable database that would guarantee coherence, balanced and objective decisions on issues such as promotion, student and staff discipline, and teaching and learning performances in Ebonyi State and beyond. Utilization of records on the human resources may serve useful employment and planning related purposes. The number of staff, their areas of specialization, qualifications, age, gender, and so on will help the principal to determine the human resource needs and assets of his or her school. Consistent information kept about employees can also be used in employee performance appraisals (Fasasi, 2013).

Administration according to Onwurah (2018) is a range of activities connected with organizing, controlling, supervising, directing and coordinating the way an organization or institution carryout their functions. Administration deals with activities of group of people who take charge in creating and enforcing rules and regulations in an organization with the aim of facilitating efficient production in that organization. Adaukwu (2016) posited that secondary school administration implies the process and practice geared towards coordination of human and material resources for the achievement of the established goals and objectives of the school.

Administration of Secondary School involves planning, organizing, and leading, staffing, controlling, evaluating, motivating and coordinating the efforts of both the teaching and non- teaching staff towards efficient production. In secondary School, be it private or public, the administrator is generally regarded as the principal and he or she oversees all the school activities. Such personality should possess a sound knowledge of effective administrative strategies, anchored on adequate utilization and maintenance of available school records in order to facilitate smooth running of school academic programs. However, despite the overwhelming importance of school records in the administration of secondary schools, it has been observed that they seem to be poorly kept and managed according to the best knowledge of the researcher. School records, whether statutory or non-statutory, physical or electronic must be properly kept and maintained for utilization and future retrieval.

It is worthy to note that public secondary schools in Ebonyi State are not located in the same area (Urban and Rural) and are not administered by principals of same gender (Male and Female). This shows that, effective school record management (availability, utilization and maintenance) may be influenced by gender, it is on this premise that the researcher attempt to assess the availability, utilization and maintenance of record in the administration of public secondary schools in Ebonyi State.

Statement of the Problem

Public secondary schools in Ebony State have been experiencing a lot of problems in the management process which centered majorly on faulty record management system which associate with unavailability of record facilities and inadequacy in utilization. It is obvious that many students have lost in the past series of vital academic report which made them repeat classes due to the fact that record of result of examination they wrote and passed may have got missing. Many principals and teachers appear to be lacking proper knowledge of essence of properly kept records in the administration of secondary schools.

Observation of the researcher showed that most school administrators (principals) in Ebony State secondary schools are experiencing many difficulties in carrying out their administrative functions. These challenges may connected to unavailability, inadequate utilization and poor maintenance of school records that seem to have characterized secondary school administration in Ebonyi State. Specifically, the administrative challenges of school administrators may be traceable to incomplete and unreliable source of data, inaccurate documentation of entries, poor and grossly inadequate storage facilities, duplication of records, organized falsification of data, unavailability of record facilities, inadequate training of record keeping experts and poor disposition to safe guard school records and ensure their confidentiality and accuracy. These poor states have manifested in loss of information, poor and unreliable statistical data generated from schools among others.

In addition, the researcher has also observed, that one of the glaring problems facing today's effective management of education in Nigeria is total inadequacy in maintenance culture. It is on these bases, that this study is design to access the level of availability, utilization and maintenance of records in the administration of public secondary schools in Ebonyi State.

Purpose of the Study

The main purpose of this study is to investigate the availability and utilization of records in the administration of public secondary school, in Ebonyi State. Specifically, the study is designed to:

1. Identify statutory records that are available in the administration of public secondary schools in Ebonyi State, Nigeria.
2. Assess the extent of utilization of statutory records in the administration of public secondary schools in Ebonyi State, Nigeria.

Research Questions

The following research questions were formulated to guide the study:

1. What are the statutory records available in administration of public secondary schools in Ebonyi State?
2. To what extent are statutory records utilized in administration of public secondary schools in Ebonyi State?

Hypotheses

The following null hypotheses were formulated for the study and were tested at0.05 level of significance.

Ho_1: There is no significant difference in the percentage availability of statutory records in the administration of public secondary schools in Ebonyi State by male and female principals

Ho_2: There is no significant difference in the mean rating on the extent of utilization of statutory records in the administration of public secondary schools in Ebonyi State by male and female respondents

Review of Related Literature

School Records

Records are documented statement of facts about persons, facilities, proposals and activities that go on in the school which could be on paper, in films and information network. Nnamdi (2012) posited that records are documented proof of transactions carried out in an organization which are stored for future references. Records are items or collection of data that is developed as a result of series of activities that take place over a period of time. It is anything which is recorded or documented on soft or hard copy for future reference. Records according to Encyclopedia Britannica (2014) are information or data on a particular subject collected and preserved. This definition implies that any processed or unprocessed datum that is collected and kept for future use constitutes a record.

Availability of Statutory and Non-Statutory Records

For the realization of educational goals, the availability of record keeping facilities is imperative. Record availability according to Adeyemi (2016), are those documents obtainable in whatever, medium received or created by an organization in the course of business because of the information contained. Record availability in educational management and administration are vital to the continual existence of the school as an organization. School records; if made available and put to use at the appropriate time will enable both principals, teaching and non-teaching personnel to have knowledge of their students, and through this they will be in a better position to assist the students academically, morally and socially. In addition, they would be able to present the information to whoever may need it (Uzoho, 2006).

Generally speaking, record availability in school implies the existence of the required records (statutory and non-statutory) for the purpose of effective school operation. School records must have the quality of being at hand when needed. Record availability deals also with the documentation of data to its utmost update towards achieving any organizational goals. The effort of school principals and staff to preserve and retrieve the information of an individual staff and students and making use of them when needed is refers to as school record management. According to Kulbril (2011), it is the administrative responsibility of both principals and teachers to embrace ideal administrative practices that ensures effective and efficient record keeping in school system. To successfully achieve this, records must be available and stored in such way that they are accessible and safe guarded against environmental damage. The principals and teachers must be very careful in keeping records, checking and cross-checking statutory records kept by the class teachers with emphasis placed on honesty and faithfulness in keeping them.

Utilization of Statutory and Non-Statutory Records

The word utilization as a concept is applicable to virtually every human engagement and it determines the frequency or usage of facilities, funds, objects or materials. However, Uduak (2017) defined utilization as the act of using something or the manner in which something is used. It simple refers to as the state of being used to the fullest extent, potential or ability. In reality, utilization is a practical activity that can be conducted to maximize output of a process that yields positive result. It is mostly applicable to capacity, store, finance and records utilization. Statutory records are used in costing educational projects and programmes. It is important to note that, the reliability of such costing of educational projects depends on adequacy and accuracy of the collected data and on the skill of analyzing them. For instance, if a planner is required to formulate plan for the shortage of teachers, the planner cannot step forward without knowing the number of teachers, short fall, at what level, and within which area of specialization. After getting all these information, decision can be

taken as regards to whether new teacher training institutions are to be set up and the financial involvement. Statutory records can be utilized to determine the school population; it can also serve as an index for statutory financial allocation to states from federation account. It also indicates the growth of the school over the years.

Methodology

The design of this study was a descriptive survey design. Nwogwu, (2008) described descriptive survey design as a design in which a group of people, objects, or items are considered to be the true representative of the population from which they were drawn and used for the study. Akpa (2018) stated that a descriptive survey design consist of those studies in which data are collected from a sample of a population to enable the researcher describe in a systematic manner and interprets the characteristics features and facts about things that exists, popular opinions that are shared, processes in progress or trends that are developing. This study was conducted in Ebonyi State of Nigeria. Ebonyi State is one of the five states in the south East Geo-Political Zone of Nigeria. It has thirteen Local Government Areas namely; Abakaliki, Afikpo North, Afikpo South, Ebonyi, Ezza North, Ezza South, Ikwo, Izzi, Ivo, Ohaozara, Onicha, Ohaukwu, and Ishielu Local Government Areas. Ebonyi State was created in October 1996duringLate General Sani Abacha's regime with the State Capital at Abakaliki metropolis. The population of the study comprised all principals of public secondary schools in Ebonyi State. According to Ebonyi State Secondary Education Board (SEB, 2022), Department of Planning, Research and Statistics, there are in totality, two hundred and twenty six (226) principals in Ebonyi State. The break- down of the population showed that there exist a total of 78 principals (50males and 28 females) in Abakaliki Education Zone. Based on the size of the population for the study, the researcher used all the population and there was no sample. Thus, a total of two hundred and twenty six (226) principals participated in the study. The researcher developed a checklist titled secondary school record availability checklist and a structured questionnaire titled "Secondary School Records Utilization Questionnaire'' (SSRUQ)which served as the instrument for data collection of this study. To establish the validity of the instrument (SSRUQ) the questionnaire was subjected to face validation to ensure that the items were clearly and unambiguously stated. The instrument was given to an expert in Measurement and Evaluation and two experts in Educational Administration and Planning Unit of Ebonyi State University. The researcher carried out a pilot testing on principals outside the area of this study by administering the instrument on 30principals from Enugu State and the entire instrument yielded a reliability index of 0.88. Frequency and percentage were used to answer research question 1 while Mean and Standard Deviation was used to answer the research questions 2while Chi square independence was used to test null hypotheses 1. The t test statistics was used to test the null hypotheses 2 at 0.05 level of significance.

The decision rule was based on the percentage sand mean value of items. Thus, items that covered research question 1 with percentage value of 50% and above were considered to be available.

Presentation of Results

Research question 1: What are the Statutory Records available in the Administration of Public Secondary School in Ebonyi State?

Table 1: Percentage Responses of the Respondents on Statutory Records Available in the Administration of Public Secondary Schools in Ebonyi State

S/No	Items	No of users	No of available	No of un available	Percentage availability	Decision
1	School Adm. Register	452	452	0	100%	available
2	The log book	452	452	0	100%	available
3	Class Attendance Register	1356	868	448	64%	available
4	Lesson note	1356	1024	332	75%	available
5	School time table	1356	1356	0	100%	available
6	Corporal punishment book	226	65	161	29%	not available
7	Weekly scheme of work	1356	948	408	70%	available
8	Student academic record	1356	1140	216	84%	available
9	Time book	452	452	0	100%	available
10	Staff record book	452	154	298	34%	not available
11	Health record book	452	195	260	22%	not available
12	Staff attendance register	452	302	150	66%	available
13	Cash book	452	312	140	69%	available
14	Transfer Certificate	452	386	66	85%	available
15	Copies of NPE	452	108	334	54%	available

The result of the data analysis presented in Table 1 revealed that Statutory Records are made available in schools. From the Table, it was observed that item 1,2,3,4,5,7,8,13,14 and 15 were all available with the percentage of 100%, 100%, 64%, 75%, 100%, 70%, 84%, 100%, 66%, 69%, 85%, and 54% respectively, since each item scored above 50%. The Table also revealed that item 6, 10, 11, and 12 were not available in the schools with the percentage rate of 27%, 34% and 22% respectively, which were also below 50%.

Research Question 2: To what extent are Statutory Records Utilized in Administration of Public Secondary Schools in Ebonyi State?

Table 2: Mean responses of respondents on the extent of statutory records utilization in administration of public secondary schools in Ebonyi State

S/N	ITEMS	N	$\bar{X}$	SD	DECISION
16.	School Admission Register	226	3.08	0.83	Great Extent
17.	The Log Book	226	3.00	0.91	Great Extent
18.	Class Attendance Register	226	3.12	0.89	Great Extent
19.	Lesson Note	226	3.22	0.76	Great Extent
20.	School Time Table	226	3.21	0.71	Great Extent
21.	Corporal Punishment Book	226	3.05	0.84	Great Extent
22.	Weekly Scheme of work	226	3.11	0.74	Great Extent
23.	Students' Academic Record Book	226	3.08	0.84	Great Extent
24.	Time Book	226	2.97	0.91	Great Extent
25	Staff Record Book	226	3.12	0.85	Great Extent
26.	Health Record Book	226	2.12	0.84	Low Extent
27.	Staff Attendance Register	226	3.25	0.79	Great Extent
28.	Cash Account Book	226	2.20	0.79	Little Extent
29.	Transfer Certificate	226	3.09	0.78	Great Extent
30.	Copies of National Policy on Education	226	1.98	0.80	Very Low Extent
	Grand Mean ($\bar{X}$)	**226**	**2.90**	**0.83**	**Great Extent**

The result of data analysis in regard to research question 2 were presented in Table 2. It revealed that in all the 15 items collected in respect to principal's utilization of statutory record in secondary schools,12 items were utilized to a great extent, while 3 items showed low extent of utilization. The grand mean also stood at 2.90 which was above the criterion mean of 2.50.This implied that the principals utilized statutory records to a great extent for effective administration of public secondary schools in Ebonyi State.

Test of Hypotheses

H_{O1}: There is no significant difference in the percentage availability of statutory records in the administration of public secondary schools in Ebonyi State by male and female principals

Table 3:Chi Square Analysis of the Respondent's on the Availability of Statutory Records in Administration of Public Secondary Schools in Ebonyi State

Chi square test of independence of availability

School Admission register	Log book	Class attendance register	Lesson note	School time table	Corporal punishment book	Student scheme of work	Student academic record	Time boc	Staff record book	Health record book	Staff academic register	Cash account book	Transfer cert.	copies of NPE	x^2cal	DF	x^2critical	Decision
452	452	868	1024	1356	65	984	1140	452	154	105	105	302	386	108				
452	452	1356	1356	1356	226	1356	1356	452	452	452	452	452	452	452				
															1,296.14	14	23.685	Rejected

The result of the chi square analysis on availability of school records presented in table 3 above revealed that there is a significant difference in the respondents opinion on the availability of records in the administration of public secondary schools in Ebonyi State. This is because the chi square calculated value of 1,296.14 is greater than the chi square critical value of 23.658.Therefore, the researcher rejected the null hypothesis that there is no significant difference on the responses of principals on the availability of statutory records in the administration of public secondary schools in Ebonyi State.

H0$_2$: There is no significant difference in the mean rating on the extent of utilization of statutory records in the administration of public secondary schools in Ebonyi State by male and female respondents.

Table 4: t-test of difference in the mean rating on the extent of utilization of statutory records in the administration of public secondary schools in Ebonyi State by male and female respondents.

S/N	GENDER Of PRINCIPALS	N	$\overline{X}$	SD	t.cal	t.crit	df	DECISION
1.	Male	124	3.16	0.75				
	Female	102	2.99	0.91	1.53	1.96	224	Not significant
2.	Male	124	3.03	0.98				
	Female	102	2.97	0.81	0.50	1.96	224	Not significant
3.	Male	124	3.17	0.98				
	Female	102	3.06	0.77	0.99	1.96	224	Not significant
4.	Male	124	3.28	0.				
	Female	102	3.16	0.70	1.13	1.96	224	Not significant
5.	Male	124	3.29	0.70				
	Female	102	3.10	0.70	1.01	1.96	224	Not significant
6.	Male	124	3.00	0.91				
	Female	102	3.12	0.75	1.13	1.96	224	Not significant
7.	Male	124	3.15	0.72				
	Female	102	3.06	0.77	0.84	1.96	224	Not significant
8.	Male	124	3.15	0.78				
	Female	102	3.00	0.91	1.26	1.96	224	Not significant
9.	Male	124	3.01	0.91				
	Female	102	2.93	0.90	0.69	1.96	224	Not significant
10.	Male	124	3.21	0.88				
	Female	102	3.00	0.80	1.82	1.96	224	Not significant
11.	Male	124	3.29	0.80				
	Female	102	2.93	0.85	1.23	1.96	224	Not significant
12	Male	124	3.45	0.69				Not significant
	Female	102	3.01	0.85	1.19	1.96	224	
13.	Male	124	3.34	0.73				Not significant
	Female	102	3.02	0.82	0.05	1.96	224	
14.	Male	124	3.19	0.62				Not significant
	Female	102	2.98	0.94	1.03	1.96	224	
15.	Male	124	2.95	0.81				
	Female	102	3.01	0.79	0.55	1.96	224	Not significant
	Over All Values			**1.05**		**1.96**		Not significant

The result of data analysis presented on Table 4 revealed that there is no significant difference in the mean rating of male and female principals on the extent of utilization of statutory records on the administration of public secondary schools in Ebonyi State. This is because in all the items as presented in the Table, their t- calculated values are less than their t-critical values at 0.05 level of significance. Based on this, the null hypothesis that there is no significant difference in the mean rating on the extent of utilization of

statutory records in the administration of public secondary schools in Ebonyi State by male and female principals was not rejected.

Discussion

The findings of the study revealed that statutory records such as log book, school admission register, weekly scheme of work and diary, class attendance register, note of lesson, school time table, staff record book, time book, and transfer certificates were available while few records such as corporal punishment book, staff record book and health record book were not available in some public secondary schools in Ebonyi State. The finding is in line with that of Mabera (2015) who submitted that adequate provision of statutory records in schools create a positive effect towards school achievement and it becomes pertinent to note also that when all statutory records are made available, it helps the school administrators to make decision and provide raw data that enable coherent, balanced and objective decisions on issues such as promotion, students and staff discipline and teaching and learning performances. However, the findings of this study is in conflict with that of Gama (2010) who founded that the percentage availability of statutory records in government owned secondary schools in Kano state was below 50 percent criterion decision point and that there was an observed significant difference on the percentage ratings of male and female principals on how statutory records were provided. The differences in these findings could be attributed to the human relation theory which holds the view that workers (principals)are more active in discharging their duties when their welfare is given adequate consideration. Therefore, it could be that the school administrators in Ebonyi State enjoy better welfare packages that motivate them to be efficient in making school records more available in the administration of public secondary school system in Ebonyi State.

The findings revealed that the respondents agreed that most of the statutory records were utilized in a great extent, only but a few records such as health record book, weekly scheme of work,cash account book and national policy on education were utilized in a very low extent in public secondary schools in Ebonyi State. This finding is in conflict with the findings of Ogbonna(2004) who found that secondary school principals were ineffective in provision and utilization of statutory records in public secondary schools in Taraba State. On the contrary, the finding was in collaboration with that of Akuchie(2018) who established that school principals are skillful in terms of school record utilization, that the principals kept and utilized statutory records effectively and judiciously in Ondo State. Relatively, Onyenagor (2019)observed that statutory records if adequately utilized restore teaching competence, maintain the trends in the history of teaching and learning and facilitate the attainment of positive result in principals' administrative performance, that how the school records are utilized can make or mar the success of the entire school system. In a similar development, Onwurah (2018) opined that school record utilization is one of the most

sensitive task of the school administrators that require a great deal of attention because the successful implementation of secondary school curriculum on a reasonable extent depends on how effective the utilization of statutory records are made in schools. Hence, the findings of this study revealed that a good number of statutory record are utilized in a great extent therefore, school administrators should ensure total utilization of all available records in schools.

Conclusion

The study based on the findings concluded that some Principals in public secondary school in Ebonyi State have been effective in making available statutory records needed for the administration of public secondary school but they were ineffective in the aspect of utilization of these records. Principals of public secondary schools in Ebonyi State were ineffective in making available non-statutory records needed for the administration of public secondary school in Ebonyi State and were not also giving adequate attention to utilization and maintenance of these non-statutory records. It becomes imperative for the principals to understand that record management which involves record availability and utilization plays a vital role in quality existence of the school system and develop more effective school record keeping practices such as ensuring that school records are made available and accessible for utilization when needed, so as to overcome series of administrative challenges posed by unavailability of records in schools. Development of positive attitude towards proper record utilization in schools guarantees principals administrative efficiency. It is pertinent to note that if school records are made available, utilized and maintained properly, it makes the administrative duties of the school administrators be less stressful.

Recommendations

Based on the findings of the study, the following recommendations were made.

1. Ebonyi State government, through ministry of education should be more effective in making available those statutory records that were not available in some public secondary schools.
2. School principals need to improve on the aspect of utilization of few statutory records that were found to be under utilized in some public secondary schools in Ebonyi State.

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