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INFLUENCE OF EFFECTIVE LIBRARY RECORDS MANAGEMENT ON WORKERS' PRODUCTIVITY IN BENUE STATE UNIVERSAL BASIC EDUCATION BOARD (SUBEB)

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Abstract
This study examined the influence of effective library records management on workers' productivity in Benue State Universal Basic Education Board (SUBEB), Nigeria. Descriptive survey research design was adopted. The population of the study comprised sixteen thousand, two hundred and sixty three (16, 263) staff of Benue State Universal Basic Education Board (SUBEB). Three research questions were generated and three null hypotheses formulated and tested. Multi-stage sampling technique was used to select 180 teaching and non-teaching staff. Effective Record Management on Workers' Productivity Questionnaire (ERMWPQ) was used as instrument for data collection. The instrument was validated using experts in Measurement and Evaluation and Library and Information Science, Faculty of Education, Benue State University, Makurdi. The instrument was trial-test with 30 staff of SUBEB. The test yielded Cronbach alpha coefficient of 0.94. The correlation coefficient was high enough to consider the instrument reliable for the study. Data obtained were analysed using mean and standard deviation to answer the research questions while the hypotheses were tested using chi-square statistics at 0.05 level of significant. It was found that record management has significant influence on financial performance in Benue State Universal Basic Education Board. Also, record management has significant influence on staff discipline in Benue State Universal Basic Education Board and record management has significant influence on accountability in Benue State Universal Basic Education Board. It can be concluded therefore that effective library record

management has significant influence on workers' productivity in Benue State Universal Basic Education, Makurdi. It was recommended among others that for proper library record-management practices to be achieved in SUBEB, there should be training of staff on record filling, record retention and record retrieval in order to ensure complete and accurate records are filled, retained and retrieved for decision making purposes. Alternatively, SUBEB can ensure proper records filled, retained and retrieved by hiring skilled and knowledgeable record managers.
Keywords: *Library, Record Management, Workers' productivity, financial management, staff discipline, accountability.*

Background to the Study

Effective records management is crucial for the efficient functioning of any organization, including educational institutions. For the Benue State Universal Basic Education Board (SUBEB), which oversees the implementation of basic education policies, effective library records management seems to play a significant role in enhancing workers' productivity. According to Elujekwute, Ominyi and Uwalaka (2021). The systematic handling of library records, which encompasses the organization, maintenance, and accessibility of information resources, directly impacts the efficiency and effectiveness of employees. This introduction delves into the significance of effective library records management and its correlation with workers' productivity, setting the stage for a deeper exploration of its influence within the context of SUBEB in Benue State.

Library records management involves various activities, including the cataloging, classification, storage, and retrieval of information resources. Effective management ensures that these resources are easily accessible, up-to-date, and systematically organized, facilitating seamless information flow and knowledge sharing among employees. In educational settings, where timely access to accurate information is critical, the role of library records management becomes even more pronounced. By optimizing these processes, organizations can enhance operational efficiency, reduce redundancy, and improve decision-making, ultimately leading to increased productivity (Mnjama, 2016).

In the context of Benue State Universal Basic Education Board, effective library records management is integral to supporting the educational mission of the organization. SUBEB is responsible for the implementation and management of basic education in Benue State, overseeing a wide range of activities from curriculum development to teacher training and student assessment. Given the breadth and complexity of these tasks, having a well-managed library system that provides easy access to educational resources, policy documents, and administrative records is essential. It enables staff to perform their duties more

effectively, whether they are involved in teaching, administration, or support functions. The influence of library records management on productivity can be analyzed through various lenses. Firstly, it reduces time wastage associated with searching for misplaced or poorly organized records. According to a study by Ajala and Oluwaseun (2018), efficient records management systems in educational institutions significantly reduce the time employees spend retrieving information, thereby allowing them to focus on their core responsibilities. This is particularly relevant for SUBEB staff, who requires quick access to educational materials and administrative records to support their daily tasks.

Effective library records management enhances the accuracy and reliability of information. Mnjama (2016) highlights that well-maintained records prevent errors and discrepancies, which can lead to better-informed decisions and policies. In the case of SUBEB, accurate records are crucial for monitoring educational outcomes, allocating resources, and reporting to stakeholders. This reliability fosters a more productive work environment where employees can trust the information they are using, thereby enhancing their performance and job satisfaction. Moreover, efficient library records management promotes knowledge sharing and collaboration among employees. An organized library system serves as a central repository of knowledge, facilitating easier communication and collaboration. As noted by Olatunji (2017), when employees can easily share and access information, it fosters a culture of continuous learning and innovation. For SUBEB, this means that educators and administrators can collaboratively develop and refine educational strategies, contributing to improved educational standards and outcomes in Benue State. This paper explores the influence of effective records management on financial performance, staff discipline, and accountability within SUBEB.

Effective records management significantly impacts the financial performance of an organization. Accurate and accessible financial records ensure that budgeting, auditing, and financial planning are conducted efficiently. In the context of SUBEB, proper management of financial records can lead to more precise allocation of resources, minimizing wastage and ensuring that funds are used effectively for educational purposes. According to Olatunji (2014), effective records management reduces the risks associated with financial discrepancies and fraud, as it provides a clear and traceable record of all financial transactions. For SUBEB, this means that maintaining accurate financial records can help in securing more funding from government and international donors, as it demonstrates transparency and accountability in the use of funds. Furthermore, well-managed financial records facilitate timely financial reporting and

compliance with regulatory requirements, which is essential for sustaining financial health and organizational credibility as well as promoting staff discipline.

Records management also plays a vital role in promoting staff discipline. Proper documentation of employee records, including attendance, performance appraisals, and disciplinary actions, ensure that staff behaviour and performance are monitored and managed effectively. At SUBEB, this helps in creating a structured and transparent work environment where rules and expectations are clearly communicated and enforced. Kallus and Okwor (2018) emphasize that effective records management contributes to a culture of accountability and professionalism among staff members. For SUBEB, having detailed and accessible records means that any instances of misconduct or underperformance can be addressed promptly and fairly, based on documented evidence. This not only helps in maintaining high standards of discipline but also motivates employees to adhere to organizational policies and perform their duties diligently with transparency and accountability.

Accountability is a cornerstone of good governance and efficient organizational management. Effective records management ensures that all actions and decisions within an organization are documented and traceable. For SUBEB, maintaining comprehensive records across all departments—including financial, administrative, and educational records—ensures that every aspect of the organization's operations is transparent and accountable. Chinyere and Onwubiko (2015) highlight that effective records management systems enable organizations to track the progress of projects, measure outcomes, and identify areas for improvement. In the context of SUBEB, this means that the board can monitor the implementation of educational programs, assess their impact, and make data-driven decisions to enhance the quality of basic education in Benue State. Moreover, maintaining accountability through proper records management helps in building trust with stakeholders, including the government, educators, and the community.

Conclusively, effective library records management is essential for enhancing workers' productivity within the Benue State Universal Basic Education Board (SUBEB). By ensuring accurate financial records, promoting staff discipline through proper documentation, and maintaining accountability across all operations, SUBEB can improve its efficiency and effectiveness in delivering basic education services. Implementing robust records management practices not only supports organizational goals but also contributes to a transparent, disciplined, and accountable educational environment.

Objectives of the Study

The main objectives of this study is to investigate influence of effective library records management on workers' productivity in Benue State Universal Basic Education Board (SUBEB). Specifically, the study seeks to:

1. ascertain the influence of effective Record management on financial performance in Benue State Universal Basic Education Board
2. examine the influence of effective record management on staff discipline in Benue State Universal Basic Education Board
3. ascertain the influence of effective records management in accountability in Benue State Universal Basic Education Board.

Research Questions

The study is guided by the following questions:

1. what is the influence of effective Record management on financial performance in Benue State Universal Basic Education Board?
2. What is the influence of effective record management on staff discipline?
3. What is the influence of effective records management in facilitating accountability and transparency?

Hypotheses

The following null hypotheses were generated and were tested at 0.05 level of significance

Ho_1: Record management has no significant influence on financial performance in Benue State Universal Basic Education Board.

Ho_2 Record management has no significant influence on staff discipline in SUBEB

Ho_3: Record management has no significant influence on facilitating accountability in SUBEB

Research Methodology

The study adopted descriptive survey research design. The population of the study comprised sixteen thousand two hundred and sixty three (16,263) staff of Benue State Universal Basic Education Board (SUBEB), Makurdi-Benue State. The sample consists of 180 teaching and non-teaching staff. The instrument for the study is titled: Effective Record Management on Workers' Productivity Questionnaire (ERMWPQ). To ensure the validity of the instruments, one (1) expert in Measurement and Evaluation, two (2) experts in Library and Information Science from the Faculty of Education, Benue State University. To

ascertain the reliability of the instrument, the researcher conducted a trial test with 30 staff of SUBEB who were not part of the sampled population. The data collected was analyzed using Cronbach Alpha Co-efficient. The reliability yielded a coefficient of 0.94. Descriptive statistics of frequency counts, percentages, mean and standard deviation was used to answer the research questions, while chi-square was used to test the hypotheses at 0.05 level of significance.

Results

Research One: what is the influence of effective Record management on financial performance in Benue State Universal Basic Education Board?

Table 1: Mean Ratings and Standard Deviation Scores of the Influence of Effective Record Management on Financial Performance in Benue State Universal Basic

s/no	Item Description (N=173)	SA	A	D	SD	$\bar{x}$	Std.Dev	Decision
1	Records management give information about the income and expenditure in an organization	60	43	40	30	2.77	1.11	Accepted
2	Record management help know financial transactions	57	47	38	31	2.75	1.10	Accepted
3	When financial transactions are properly kept, overspreading and financial waste will be curtailed	43	57	42	31	2.65	1.04	Accepted
4	R Record provides accurate information needed to measure financial performance.	67	44	26	36	2.82	1.16	Accepted
5	Re Record provides information that can be used to assess management's role in enhancing financial performance	61	39	46	27	2.77	1.10	Accepted
	Cluster	**58**	**46**	**38**	**31**	**2.75**	**1.10**	**Accepted**

Table 1 shows mean ratings and standard deviation scores of the influence of effective record management on financial performance in Benue State Universal Basic Education Board. The result of item 1-5 reveals mean scores of 2.77, 2.75, 2.65, 2.82, 2.77and a cluster of 2.75 was above 2.50 mean criterion level implying that respondents agreed that effective records management positively affects financial performance in Universal Basic Education Board with correspondence standard deviation of 1.11, 1.10, 1.04, 1.16, 1.10 and 1.10 respectively. Item by item analysis reveals records management give information about the income and expenditure in an organization, respondents reiterated that it provides financial transaction, stressing that when records are kept properly, it avoid overspreading and financial waste. Respondents also views that, records provides accurate financial

information for appropriate measures while records provides information to ascertain effectiveness of management.

Research Question Two: What is the influence of effective record management on staff discipline?

Table 2: Mean Ratings and Standard Deviation Scores of the Influence of Effective Record Management on Staff Discipline

s/no	Item Description (N=173)	SA	A	D	SD	$\bar{x}$	Std.Dev	Decision
6	Records management check truancy and gross indiscipline among staff members in an organization	48	58	42	25	2.75	1.02	Accepted
7	Records provide data needed for planning and decision making by school staff	59	80	17	17	3.05	0.91	Accepted
8	School records keeping promote regular attendance and punctuality among staff	23	100	25	25	2.70	0.88	Accepted
9	Records management assists organization to know the numerical strength of the staff	99	30	22	22	3.19	1.09	Accepted
10	Records management br ings out the effective and efficient motivation, recognition and praise of staff.	27	87	24	35	2.61	0.98	Accepted
	Cluster	**51**	**71**	**26**	**25**	**2.86**	**0.98**	**Accepted**

Table 2 shows mean ratings and standard deviation scores of the influence of effective record management on staff discipline. The result of item 6-10 reveals mean scores of 2.75, 3.05,2.70,3.19, 2.61 and a cluster of 2.86 above 2.50 mean criterion level indicating that respondents accepted that effective records management positively influenced staff discipline with correspondence standard deviation of 1.02, 0.91, 0.88, 1.09, 0.98 and 0.98 respectively. Item by item analysis reveals that, records management check truancy and gross indiscipline among staff members in an organization, records provide data needed for planning and decision making by school staff, school records keeping promote regular attendance and punctuality among staff, records management assists organizations to know the numerical strength of the staff and records management brings out the effective and efficient motivation, recognition and praise of staff.

Research Question Three: What is the influence of effective records management in facilitating accountability and transparency?

Table 3: Mean Ratings and Standard Deviation Scores of the Influence of Effective Record Management in Facilitating Accountability and Transparency

s/no	Item Description (N=173)	SA	A	D	SD	$\bar{x}$	Std.Dev	Decision
11	Records management assist in saving money by not repeating things that have already been done	70	66	20	17	3.09	0.95	Accepted
12	records management practices help in auditing for compliance with standards	54	63	32	24	2.85	1.02	Accepted
13	records management serve as a key to fostering accountability	58	65	29	21	2.92	0.99	Accepted
14	Record management undermines transparency in an organization	31	84	36	22	2.34	0.91	Disagreed
15	record management does not in any way enhance accountability	94	28	28	23	2.32	1.11	Disagreed
	Cluster	**61**	**61**	**29**	**22**	**2.70**	**1.00**	**Accepted**

Table 3 shows mean ratings and standard deviation scores of the influence of effective record management in facilitating accountability and transparency. The result of item 11-15 reveals mean scores of 3.09, 2.85, 2.92, 2.34, 2.32 and a cluster of 2.94 above 2.50 mean criterion level indicating that respondents accepted that effective records management positively influenced accountability and transparency with correspondence standard deviation of 0.95, 1.02, 0.99, 0.91, 1.11 and 1.00 respectively. The result explain that, records management assist in saving money, assist in auditing according to compliance standards, it also fostered accountability, while respondents disagreed with statement that record management undermines transparency in an organization and record management does not in any way enhance accountability.

Hypothesis One: Record management has no significant influence on financial performance in Benue State Universal Basic Education Board.

Table 4: Chi-Square Analysis of Significant Influence of Record Management on financial performance in Benue State Universal Basic Education Board

Responses	Fo	Fe	*P.value*	df	x^2 Cal.	Remark
SA	58	43.3				
A	46	43.3	0.002	3	55 9.312[a]	Sign.
D	38	43.3				
SD	31	43.3				
Total	**173**					

Table 4 shows chi-square analysis of significant influence of record management on financial performance in Benue State Universal Basic Education Board. The result reveal that x^2 (3, N = 173) = 9.312[a], 0.05 > p=*0.002*. This result shows that, the null hypothesis of no significant influence was rejected. This means that record management has significant influence on financial performance in Benue State Universal Basic Education Board. The implication of the result is that without proper records keeping, budget planning and setting organizational goals would be difficult to ascertain. Record management improved financial utilization of an organization because financial transaction is not spends without documentation.

Hypothesis Two: Record management has no significant influence on staff discipline in SUBEB

Table 5: Chi-Square Analysis of Significant Influence of Record Management on Staff Discipline

Responses	Fo	Fe	*P.value*	df	x² Cal.	Remark
SA	51	43.3				
A	71	43.3	0.000	3	55 33.775[a]	Sign.
D	26	43.3				
SD	25	43.3				
Total	**173**					

Table 5 shows chi-square analysis of significant influence of record management staff discipline. The result reveal that x^2 (3, N = 173) = 33.775[a], 0.05 > p=*0.000*. This result shows that, the null hypothesis of no significant influence was rejected. The result implies that record management has significant influence on staff discipline in Benue State Universal Basic Education Board. One of the books of record management is the attendance register. The register shows name of the person, rank, time-in, and time-out. Also, other books like disciplinary document among others. The inaction of the staff is recorded for reference purposes. This may of course equip any staff to be careful so that his/her name is not registered.

Hypothesis Three: Record management has no significant influence on facilitating accountability in SUBEB

Table 6: Chi-Square Analysis of Significant Influence of Record Management on Facilitating Accountability

Responses	Fo	Fe	*P.value*	df	x² Cal.	Remark
SA	61	43.3				
A	61	43.3	0.000	3	55 29.705[a]	Sign.
D	29	43.3				
SD	22	43.3				
Total	**173**					

Table 6 shows chi-square analysis of significant influence of record management on facilitating accountability. The result reveal that x^2 (3, N = 173) = 29.705[a], 0.05 > *p=0.000*. This result shows that, the null hypothesis of no significant influence was rejected. The result implies that record management has significant influence on accountability in Benue State Universal Basic Education Board. Without proper records documentation in an organization, managers will not be able to clearly define their goals and the financial transaction will not be judiciary use for the betterment of achieving goals.

Discussion of Findings

The following findings were made and discussed:

In answering the research question on the influence of effective Record management on financial performance in Benue State Universal Basic Education Board, mean and standard deviation shows that effective management of record influences financial performance. The result is further verified by chi-square which revealed that that record management has significant influence on financial performance in Benue State Universal Basic Education Board. This result is in line with Elujekwute, Ominyi and Uwalaka (2021) found that school records keeping have significant influence on financial management; facilities management and staff discipline in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria. The result also agrees with Okello (2022) who found that record-keeping has effect on financial performance of SMEs.

On research question three, the result from chi-square analysis proved that record management has significant influence on staff discipline in Benue State Universal Basic Education Board. The result justifies Udo and Akpa (2014) who found that management of personnel in school depends on adequate dissemination and acquisition of record and its management. The result also justifies Aliye (2016) who states that certain administrative strategies are used by school principals to enhance the proper keeping of school records. These strategies include effective supervision, effective leadership, monitoring, discipline, motivation, delegation of study and effective communication.

Result on research question four as verified by chi-square analysis shows that record management has significant influence on accountability in Benue State

Universal Basic Education Board. The result is in line with Otobo (2022) who found that records management practices and work environment jointly influenced administrative effectiveness. Records management practices had a significant influence on administrative effectiveness. Work environment had a positive significant influence on administrative effectiveness.

Conclusion

Based on the findings of the study, he following conclusions are hereby drawn: record management has significant influence on financial performance in Benue State Universal Basic Education Board. Also, record management has significant influence on staff discipline in Benue State Universal Basic Education Board and record management has significant influence on accountability in Benue State Universal Basic Education Board. It can be concluded therefore that effective library record management has significant influence on workers' productivity in Benue State Universal Basic Education, Makurdi.

Recommendations

Based on the findings, it was recommended among others that for proper library record-management practices to be achieved in SUBEB, there should be training of staff on record filling, record retention and record retrieval in order to ensure complete and accurate records are filled, retained and retrieved for decision making purposes. Alternatively, SUBEB can ensure proper records filled, retained and retrieved by hiring skilled and knowledgeable record managers.

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