RECORD MANAGEMENT, A TOOL TO BETTER SERVE STAKEHOLDERS

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Record management is a must in every office. It is the control of records safe keeping program which are important and vital to the organization. It includes production of records when requested by clients or office managers. It is also a process that not only saves but also analyzes important documents which may be necessary for the continuous operation of an office and likewise discard files which are no longer needed.

The process of record management starts with segregation and then filing, wherein integration of ideas or subjects and easy access to the information needed can be easily derived. Every employee should perform control of forms and be familiar to the office procedures as in manual filing or even electronic one in order to have functional paperless record management.

It is a must that the office should device a system of control that will have a quality maintained paper record for office operations. Remember that records start within the office, or from external sources from soft copies to hard copies received from other agencies or departments. As such, it is important that there is a classification system to which they can be categorized for an easy work flow. Labeling should also be employed for easy access of the documents.

We should recognize how important records are to us. They are the memory files of every business transactions so it serves as working tools of management in the formulation of policies, of programs and projects, more so it can serve as basis for some recommendations.

As a clerk of any office, it is expected that we play an important role in the efficient flow of information in our organization. A well-designed and implemented record management system will support the performance of any management process of planning, organizing and controlling value of data information. It should be properly kept and handled. There should be no misplaced or misfiled records, control flow should be always recorded in the logbook.
In conclusion, the office is tasked to provide the person the necessary documents which are complete and easy to understand and should be issued promptly at no cost or at the lowest possible cost. The prompt action undertaken to answer the needs of others can only be possible when record management is well organized and functional.