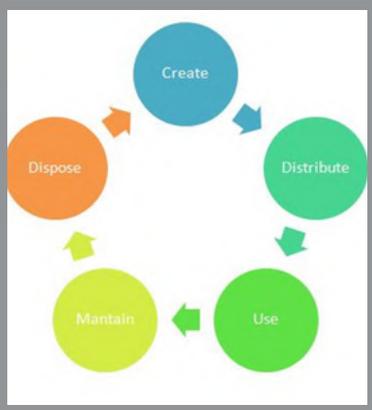


# RECORD AS STRATEGIC BUSSINESS.



## INTRODUCTION >

Even while the majority of organizations can identify records, only a small percentage may be familiar with record management procedures. Record management is the systematic management of records and document data over their entire life cycle, starting at the point at which they are created by the originator.



Then the stage is distributed, the information is made available, and it is accessible. After then, records can be accessed and used. The records must be kept by an authorised person throughout the maintain stage in order to be used in the future. When it comes to the dispose stage, the records must first be appraised before being delivered to an archive or records centre. There are three stages in a record's life cycle: active, semi-active, and inactive. The value of the record itself is represented by these stages. The evidence of every transaction is crucial in the business sector because failure risk can be reduced by reviewing the evidence of every transaction. The live records required for day-to-day operations in our company are dispersed, and I would assume that this is true for the majority of large businesses. Each departmental manager must decide how to proceed with the records, according to S.A. Tasker in 1958. The records should be monitored day by day because they are a record of every transaction, as demonstrated by the definition in the previous sentence. Lesley A. King, however, argued in 1997 that "good records management has a vital role to play in assuring the competitiveness, efficiency, and continuity of an organization's business, regardless of the domain or sector it happens to be in. Records are available in a variety of formats, including audiovisual and electronic as well as paper-based and other forms. However, it functions similarly to a record in protecting the accuracy of the data. The paper will explore record management and business system analysis. The significance of maintaining records as a strategic resource and record management professional training.

## BUSINESS SYSTEM ANALYSIS AND RECORDS MANAGEMENT >

Business analysis is the art of allowing change in an organisational setting by defining needs and offering solutions that deliver value to stakeholders, says the International Institute of Business Analysis (2016). Understanding the fundamentals of business is essential for success in the field of commerce. The organization's business objectives should be understood or known by every employee. "And the administration of the records here is to supply information to the business system through the records that have been kept. Among various competing approaches, including six sigma, company "restructuring, core process redesign, business process improvement, and continuous improvement," it is a well-liked process improvement approach (Zellner, 2011). But even so, Tsubosaka Tatsuya, however, stated in 1991 that "all walks of business and government agencies have come to consider management information and indispensable "management resource," along with those resources of people, money, and things, and there has come to be a demand for efficient management of it." This shows how crucial it is to define an organization's business; organisational information displays the true goals and tactics of the organisation. International Record Management Trust, however, notes that this is an analytical framework that entails analysing organisations as systems or the procedure of methodically and objectively acquiring information about business systems and subjecting that information to formal analysis. Broad organisational goals, supporting business areas and procedures, and the definition and deconstruction of business processes are all included in this.



One of the challenging tasks is the record management profession; it requires certain education and expertise. The record centre has been developed as the primary source of information agencies in the majority of modern nations. As a result, the staff at this records centre are highly skilled in the field of record management, and some universities have made a field available to students who are interested in and qualify for enrollment in the subject. However, the majority of organisations who hired record management employees experienced issues with workers that had a poor grasp of record management and were required to send them to training. The training will be split into two halves, the first covering the concepts and practice of record administration and the second covering the tools of the trade, according to C.H. Thompson in 1961. The fundamentals of record management should provide our trainees a comprehensive understanding of record management's role in administration and the benefit it provides for doing business. The trainees must understand their place in the larger picture; in this way, they develop a feeling of purpose and appreciate their significance. The variety of tools available for record-keeping and registration work comprise the equipment utilized in the task. Instead of hearing from swayed equipment sellers, staff discover the benefits and drawbacks of each in the objective setting of the training room.



Thompson, C.H. In 1961, filing and vocabulary training were highlighted as courses that professionals in record administration should do. This is due to the fact that records administration at the time required this kind of training heavily. As a result, the filing required skills like indexing, categorization, and storage. However, for the modern era of record management, certain training should be added, such as assisting in the construction of file systems and retention and disposal schedules and maintaining them to fulfil administrative, legal, and financial needs.

By evaluating an organization's management history, one may determine how good it is. How does maintaining records function in one company. The organization's transactions go more smoothly when records are managed properly. In 2009, according to Zawiyah Mohammad Yusof, he was surveying the functions of record management.

Table VIII.

Perception about records

Description	Yes	No	No answer	Total
Records management is necessary but not crucial	10	90	0	100
Records play roles in the success or failure of organisation	100	0	0	100
Knowledge on vital/strategic records	70	30	0	100
Changed in perception towards record after completing questionnaire	100	0	0	100
Needs to take action toward records	80	20	0	100

Table IX.

Records retained to meet audit requirements

Description	Yes	No	No answer	Total
Informed by top management	30	70	0	100
Informed by senior	30	70	0	100
Informed by institution's policy and procedure	80	20	0	100
Informed by one of the four Acts in question 1	10	90	0	100
Self impulsiveness	0	100	0	100

All respondents asserted that they are knowledgeable about record keeping, its uses, and its impact on institutions. These tables are based on data that Zawiyah Mohammad Yusof collected for his essay. According to data gathering, the majority of the public was aware that records existed and that they may influence an organization's success or failure.

These may be seen economically for the impact of maintaining records. Through effective record management, one may undoubtedly cut operational costs, and an orderly file system can reduce the amount of time spent processing records. For financial management, accountability, and transparency, a strong records management system is crucial (Palmer, 2000). Others exchange a decrease in time needed. An effective filing system may speed up the retrieval and transmission of information to consumers.

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Supporting improved management goes beyond the impact of managing records as strategic resources. Implementing records management will undoubtedly lead to efficient resource management. The function of a records management system, according to Palmer (2000), is to operate as a control system that supports other control systems, such as internal and external audits. Records can give a trail for investigators to follow the source of corruption. The record environment that provides possibilities for fraud, once fraud, once fraud is identified.

However, records must be available for access in order for them to serve this purpose. However, in order to create a strategic strategy,

# SUMMARY >

The four topics that were discussed are now being noted as strategic resources. By identifying the three key components, it can be demonstrated that the record serves as one organization's strategic resource. Records are the beating heart of any organisation, and by understanding their distinct, static, contextual, organic, and official characteristics, one can describe their significance. Records serve as proof of individual transactions and safeguard an organization's value, particularly in business majors. Effective business analysis, legal requirements, training for records management specialists, and the effects of record management all helped the organisation get closer to being able to call itself successful since positive record managing represents good transactions in the company.

