



**Bachelor of Science (Honors) Record Management
(IM 226)**

Evaluation of Information Services (IMC 651)

**EXECUTION OF INFORMATION CULTURE IN PERCEIVING
ELECTRONIC RECORDS MANAGEMENT IN GOVERNMENT
SECTOR**

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JUNE 2014

Acknowledgement

*Bismillaahirrahmaanirrahiim ,
Assalamualaikum warahmatullahi wabarakatuh,*

*W*ith the name of The Almighty, Allah S.W.T , we are heartily thankful to our beloved lecturer, Madam Suhaila Bt Osman, whose encouragement, guidance and support from the initial to the final level enabled us to develop an understanding of the assignment. In short, we are deeply indebted to her whose help, stimulating suggestions and encouragement helped us in all the time of research for and writing of this task. Without whose patience and help, it would be impossible to complete this project.

We also want to thank a lot to our supervisor for this assignment, Madam Nurhafizah Binti Azizan because she has taught us a lot to accomplish this assignment. She is one of the important people behind our successful assignment. She assisted us from starting until the end. Not forgotten yet, we thank to all respondents that have given participation and spent their time when answer the questionnaire of this assignment.

Besides, we also would like to show our gratitude to others faculty members, friends who have provided valuable suggestions for the improvement of the task given. Thanks for all the support while we were working on this assignment. We owe our deepest gratitude to our lovely parents for the support yet showing your care, for the money and the helps with the assignment. Lastly, it is also a pleasure to thank those who made this assignment done. We offer our regards and blessings to all those who supported us in any respect during the completion of the project.

Wabillahitaufik wassalamualaikum wr. wt.

24th June 2014

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Execution of information culture in perceiving electronic records management in government sector

ABSTRACT

Down the ages, the culture of keeping and management of physical records has taken over by records in electronic formats and as Wamukoya and Mutula (2005) cited by Asogwa (2012) noted sound that recordkeeping practices are "increasingly being emphasized on and demanded to enhance performance, transparency and accountability in government". Therefore, it influences the approaches of an organizations employ to manage their information or records as information culture is formed and practiced in the organizations (Svard, 2013). By implementing Electronic Records Management (ERM) thus mean that an organization will have a mature information culture when information access and use is integrated into its daily activities (Curry and Moore, 2003; Douglas, 2010). The research addressed the following research objectives: a) to discover the awareness in practicing electronic records management among the staff in government sector and b) to identify training program in executing electronic records management in government sector. By using quantitative research, a survey questionnaire was used as the instrument and Simple Random Techniques as the Sampling Techniques. The researchers are able to collect 93 sheets of the distributed questionnaires from the respondents. Findings show that the respondents in government sector aware in practicing ERM as they realize that manage electronic records in the organization is important. Thus, this study proposed to focus on good records management behaviour to make an improvement in managing electronic record, financial support in terms of updating software for good records management system, top management involvement to motivate staff to attend training, training for improvement of manpower and held a records management program to ensure the respondents understand their responsibilities in managing records.

(268 words)

KEYWORDS

Records management, electronic record, E-government, training, awareness, information culture