

**The Usage of Records Management System in Construction
Companies**

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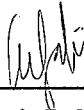
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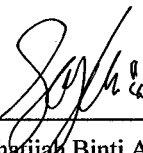


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WORDS OF APPRECIATION

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CHAPTER ONE

BACKGROUND OF THE STUDY

1.1 Introduction

This chapter provides an overview of study which includes the context of the study that focuses on records management system in construction companies. This section is followed by the problem statements, research objectives and the background of the organization. It also highlights the methodology of orientation, scope of the study and significance of the study.

1.2 Context of The Study

The word “records” for its part is very difficult to define its implication. It cannot be assumed to be the same as a “document” but it implies the idea of selection, that is those documents produced or received by an individual or organization in the context of their professional responsibilities and whose capture and preservation, in the context of its creation, are necessary for the smooth running of business activities and for knowledge and monitoring them (Boisdeffre, 2006).

Records management is defined as the process of managing the creation, maintenance, use and disposal of records throughout their life-cycle. (Henriksen &, Andersen, 2008). The field of management responsible for the efficient and systematic control of the creation, receipt maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (ISO 15489-1, 2001).

This study explores the role of Records Management System and emerging technologies in construction companies, mainly innovative well-established construction companies. The complexity and fast pace of contemporary large-scale construction activities impacts heavily on those using a project’s records management