

**Question 5: what is the importance of effective records management program.**

Record Management Program is a set of activities required for a systematic control of creation, distribution, use, maintenance and disposition of recorded information. Maintained as evidence of business activities and outcome. It is systematic control of an organization records, regardless of medium through their entire life cycle from receipt or creation until their final disposition,

The Importance of Efficient Record Management Program is as follows;

Ensures regulatory compliance, the efficient record management program ensures that records created, used, distributed or to be disposed are in fully compliance with regulatory laws, for example of a record is required to be kept for a certain period of time. it is a management program which will provide for the same.

The efficient record management program establishes litigation hold procedures this is done through ensuring that potentially responsible documents are not destroyed once litigation or government investigation is reasonably anticipated.

The effective record management program ensures the establishment of procedures for timely distribution of appropriate document expires.

The program improves efficiency and productivity of an organization as the program will be designed in such a way that there is a proper filing system which facilitates easy retrieval and delivery of a document when needed.

It safeguards vital information of an organization in respect of legal and administrative record which has historical value to the organization or may be vulnerable from natural disasters.

Also it ensures better management decision of an organization as they ensure authority of a document to be relied upon in the making decision.

The efficient record management program ensures assimilation of new records management Technology

It provides for spaces for keeping record as there will be a proper mechanism of how to deal with current record, non- current record and record for disposition either by destruction or being kept in achieves.

The efficient management program preserves corporate memory for documents which are in daily use. An organization files contain its institutional memory, an irreplaceable asset that is often overlooked