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Electronic System of Record Keeping and Organizational Performance in Mitooma District in Western Uganda

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Abstract: The systematic study examined the influence between electronic System of Record Keeping and Organizational Performance in Mitooma District in Western Uganda. The research task encompassed a cross-sectional and descriptive research design with quantitative paradigm. The researchers utilized simple random sampling and stratified random sampling stratagems to select the contributors for the research project. A sample of 72 members were selected from 157 persons of the target population using a table developed by Morgan & Krejcie (1970). Facts were congregated by means of questionnaires and scrutinized by utilizing Descriptive statistics such as Bar graphs and inferential statistics such as Pearson linear correlation coefficient (PLCC) for quantitative data examination. The research project findings discovered that there was a significant influence between Electronic System of Record Keeping and Organizational Performance in Mitooma District in Western Uganda . The research project concluded that with the use of an electronic records management system, the company can regain complete control over its documentation, replacing antiquated manual record-keeping procedures with sleek, user-friendly digital systems that need little effort to search, backup, and secure. From the research project results, the academics recommended that there is need to have a paradigm shift from the use of Paper based system of record keeping to Electronic system in order to reduce expenditure on the purchase of papers and save time associated with paper work. Local Governments all over the cosmos should enhance on the budget for capacity building so that workforces can go for additional training in electronic records management system. This can help organizations to blossom for growth and development.

Keywords: *Electronic System, Company Performance, Sub-national Governments, Uganda.*

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Introduction

In the United States of America, Electronic systems are the most common type of records management systems today, where records are stored in digital formats on computers, servers, or cloud platforms. They offer many advantages such as saving space and resources, being more secure and durable, being easy to search, update, and share, and being compatible with both physical and digital records. Additionally, they are environmentally friendly. However, they require special software and equipment, depend on reliable internet and power supply, are subject to cyber-attacks, viruses or corruption, need regular backup and maintenance, and have to comply with various standards and regulations. Consequently, electronic systems are suitable for medium to large organizations that have a high volume of records and need frequent access and collaboration. Every day, people all over the world use a lot of paper. But did you know that most of this paper actually began as computer files? People print stuff for convenience, but the original digital file is usually still on a computer somewhere. The same goes for all those papers in your office. Many of them started as digital files too. Your company should try to save as many records electronically as possible. It might be tricky to deal with older paper documents, but for new ones, it's important to treat them like digital data in an automated electronic records management system. This makes things easier and gives your record managers more time for important tasks (Licker, 2021 & Mulimbika, 2017)

In Britain, Olum (2017) & Sabri (2021) observed that electronic file and document management as records is known as electronic records management, or ERM. Using automated methods, electronic records management, manages records in any format. The broadest word for electronically managing documents in a variety of formats—electronic, paper, microform, etc.—is electronic records management. It ensures streamlined control of documents held in computer systems, and making sure they stay useful from creation to deletion. The primary distinction between ERM and conventional records management pertaining to tangible documents is the approach. As a component of a digital business process, ERM records information. It is like the careful librarian of digital documents in a company. It's all about keeping the digital files organized and safe from the moment they're created until they're no longer needed. An electronic records management system (ERM) is a software that manages electronic files and documents as records. The key difference between ERM and traditional records management of physical records is the focus. ERM captures records as part of a digital business process. You are preserving the original digital records, not paper copies that pile up in boxes in storerooms or warehouses. This enables you to create

efficiencies by improving automation of your business activities, providing accurate auditing and applying your records schedules reliably.

In Asia, Robbins (2017) observed that with the use of an electronic records management system, the company can regain complete control over its documentation, replacing antiquated manual record-keeping procedures with sleek, user-friendly digital systems that need little effort to search, backup, and secure. An automated electronic record management system (arms) covers various tasks, from sorting and storing records to finding and safely getting rid of them when it's time. It's kind of like a well-organized digital filing system that follows all the rules. To make this happen, an electronic record keeping system uses technology, along with policies and procedures, to manage digital records efficiently. It helps keep the data secure, easy to find, and ensures that everything follows the law, reducing the chances of data loss, unauthorized access, or breaking of any rules. In today's digital age, companies are drowning in a sea of electronic records. Contracts, invoices, emails, and reports pile up, creating chaos and hindering productivity. This is where electronic records management (ERM) System comes in, acting as a life preserver for companies drowning in information overload (Adonyo, 2022).

In Uganda, Electronic Records Management (ERM) systems offer a multitude of benefits that translate to a healthier bottom line. Firstly, they streamline organization, transforming messy file systems into searchable databases. Finding crucial documents becomes a breeze, saving countless hours wasted on frantic digging. Secondary, ERM boosts security by implementing access controls and audit trails, safeguarding sensitive information from unauthorized eyes. Thirdly, compliance becomes a walk in the park, with automated retention schedules and legal holds ensuring adherence to regulations. Finally, ERM fosters collaboration by enabling real-time document sharing, breaking down information silos and driving better decision-making. So, why do companies need ERM? It's simple – it's the difference between swimming with sharks (paper records) and cruising on a yacht (digital records). It's about reclaiming control, optimizing workflows, protecting data, and ultimately, staying afloat in the ever-growing ocean of information (Ahmed, 2019; Ajagba, 2018 & Bagorogoza, 2019).

Methods and Materials

Data Capturing

Evidences used for the research study project were acquired using both primary and secondary basics of data. Primary data was reached at using questionnaires to relevant persons related to the project. Secondary data was acquired by the usage of documentary reviews. The study engaged a descriptive research design with a quantitative paradigm.

Amin (2005) stated that descriptive research design is mostly utilized to designate a phenomenon and its data characteristics. The scholars picked a total of 72 participants (sample size) using the table developed by Morgan & Kreijcie (1970) to take part in the research project study.

Sampling methods

The public academics engaged stratified random sampling method in the research project study. The study population used the target population including categories like District Technical staff, Local council leaders, teachers, Head teachers and Ministry of Education officials.

Structured questionnaire

The questionnaire is a research tool containing inter-related questions prepared by the intellectual about the research quandary under study grounded on the targets of the research study. Items were set and transcribed for the suppliers to answer with options as reflected on the likert scale type questionings. This technique was liked because it covers a wide physical space in statistics congregation; it collects a lot of proof within a short epoch of time, and gives superior reassurance concerning confidentiality.

However, the questionnaire had some encounters of attrition. There were few replicas that were not returned, though this was resolved by issuing a lot of copies than the required number of the sample size for the research project methodical study.

Validity and Reliability of research instruments

Validity of the careful questionnaire was assured by means of content validity Index. Arising from the testing of the validity of the research tools, the investigators got content validity index (CVI) of 0.79 which was well right above 0.75 suggesting that the instrument was valid to elicit data for the research project study (Amin ,2005).

Reliability of the Systematized Questionnaire was calculated using Cronbach's alpha coefficient formula while noting the variables that had an alpha coefficient of figure superior than 0.70. Since the reliability calculation got by the scholars gave 0.78 alpha value, it meant that the research tool was reliable to produce data necessary for the technical research project.

Data analysis

Statistical tools which were used in analyzing data for this research study project included descriptive statistics such as tables, frequencies, percentages, and inferential statistics like Pearson Linear Correlation Coefficient for evaluating quantitative information.

Results

Background Characteristics of the Respondents

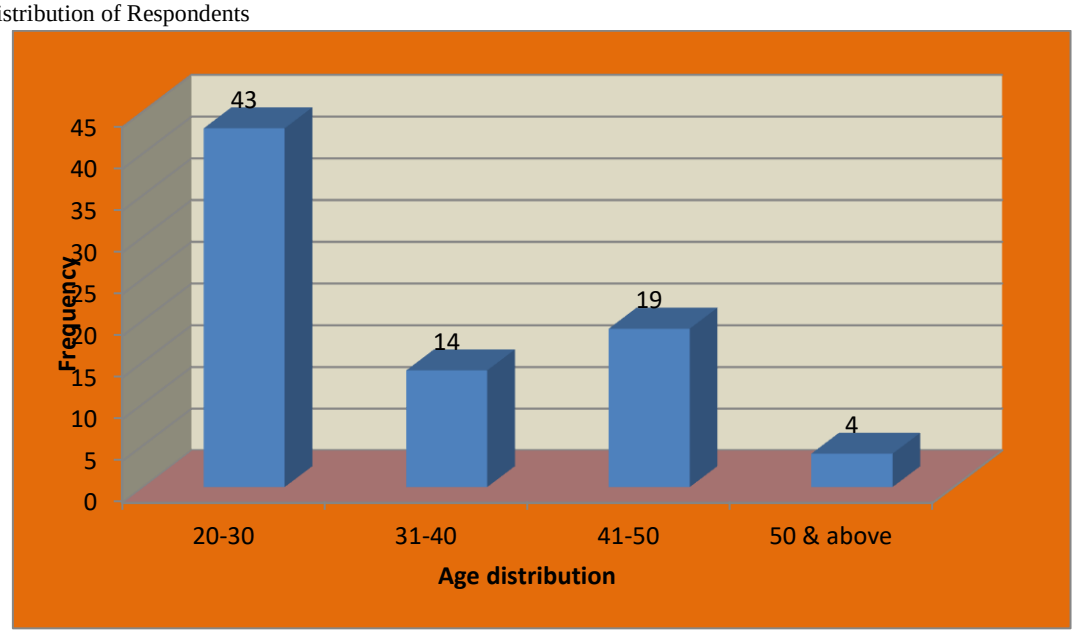
This unit presents survey data on background information of the participants. Data on background facts of the respondents is as presented in figure 1 below.

Figure 1: Respondents' Background Characteristics

Age of respondents

The respondents were requested to indicate their age in order to establish how this influenced their experience on issues of Records Keeping and organisational performance and the results are shown below in the emerging figure 1.

Figure 1: Age distribution of Respondents



Source: Primary Data, 2025

Figure 1 above clearly shows that majority of the respondents 43 (53.8%) were aged between 20-30 years. More to that, 14 (17.5%) of the respondents were aged 31-40 years, followed by 19 (23.8%) aged 41-50 years and lastly 4 (5%) aged 50 years and above. All the age groups were mature enough to explain organisational performance in relation to Records Keeping though some were relatively young hence expected to be having unique views on what motivates Pupils to join primary schools for learning. Hence they were in position to identify some of the specific aspects of Records Keeping and how they had impacted on performance of learners. The differences in their age brackets implied differences in motivational needs to enrol in primary schools for learning.

The Relationship between Electronic System of Record Keeping and organisational performance in Mitooma District

A Pearson correlation method was run and the results got were used to find whether a relationship existed between Electronic based system and organizational performance.

Table 1: Electronic based system and organizational performance

		Electronic based system	Organizational performance
Electronic based system	Pearson Correlation	1	-.339**
	Sig. (2-tailed)		.004
	N	72	72
Organizational Performance	Pearson Correlation	-.339**	1
	Sig. (2-tailed)	.004	
	N	72	72

**. Correlation is significant at the 0.05 level (2-tailed).

Source: Primary data, 2025

Table 1 above, shows correlation results between Electronic based system of record keeping and organizational performance. Findings revealed the Pearson correlation as ($r = -.339^{**}$), sig value $p < 0.05$, at 95% confidence level (.004), sample size (n=72**)**. Electronic based system designated a statistically significant correlation with organizational performance ($r = -.339$, $p < 0.05$). The null hypothesis set was accepted. This implied that more application of Electronic based system of record keeping positively impacts on organizational performance in Mitooma district.

Discussion

From the findings, the study recognized that Electronic System records keeping has a positive and statistically strong correlation with organizational performance. This inferred that more use of Electronic system of record keeping by management is more likely to influence positively on the organizational performance of primary schools in Kanyabwanga sub-county, Mitooma district. The findings are in consonance with Ahmed (2019) who conducted a study on Decision making and Employee

performance in Uganda and found out that under Electronic system of Record Keeping the managers tend to easily locate documents necessary for making informed decisions in Local governments. This situation may create efficiencies by improving automation of business activities, providing accurate auditing and applying records schedules reliably. On the contrary, Adonyo (2022) conducted a study on Maintenance and Performance of Companies in Zimbabwe and found out that Electronic based system of record keeping require special software and equipment, depend on reliable internet and power supply, is subject to cyber-attacks, viruses or corruption, need regular backup and maintenance, and have to comply with various standards and regulations .This makes Electronic based system of record keeping more tedious and expensive to be managed by poor organizations.

Conclusion

Electronic Records Management (ERM) systems offer a multitude of benefits that translate to a healthier bottom line. They streamline an organization, transforming messy file systems into searchable databases. Finding crucial documents becomes a breeze, saving countless hours wasted on frantic digging. ERM boosts security by implementing access controls and audit trails, safeguarding sensitive information from unauthorized eyes. Compliance becomes a walk in the park, with automated retention schedules and legal holds ensuring adherence to regulations. Finally, ERM fosters collaboration by enabling real-time document sharing, breaking down information silos and driving better decision-making. It's about reclaiming control, optimizing workflows, protecting data, and ultimately, staying afloat in the ever-growing ocean of information.

Recommendation

The research project study recommended that there is need to have a paradigm shift from the use of Paper based system of record keeping to Electronic system in order to reduce expenditure on the purchase of papers and save time associated with paper work. Local Governments all over the cosmos should enhance on the budget for capacity building so that workforces can go for additional training in Electronic records management system. This can help organizations to blossom for growth and development.

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