SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES

(SLADS - BAGAMOYO)

RESEARCH REPORT ON

AN ASSESSMENT OF FACTORS AFFECTING THE EFFICIENT MANAGEMENT OF STUDENT ACADEMIC RECORDS IN PRIVATE SECTOR; A CASE STUDY AT EXCELLENT COLLEGE HEALTH AND ALLIED SCIENCE IN KINONDONI MUNICIPAL COUNCIL.

Prepared By:

Baraka Pamba Masami.

Supervised By: Sir Nivard Lwinga.

A Research report Submitted to the School of Library, Archives and Documentation Studies (SLADS) as Partial Fulfillment of requirement for the Award of Ordinary Diploma in Records and Archives Management.

2026.

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CERTIFICATION.

The undersigned approval that he has read and hereby recommend for the acceptance by the School of Library, Archives and Documentation studies a research report entitled **An assessment of factors affecting the efficient management of student academic records in private sector; a case study at excellent college health and allied science in Kinondoni municipal council,** as a partial fulfillment of requirements for the award of Ordinary Diploma in Records and Archives Management.

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Nivard Lwinga. **Date.**

(Supervisor)

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DECLARATION AND COPYRIGHT.

Am **Baraka Pamba Masami**, hereby declare that these information in research report is my original work and has never been submitted to any institution for partial Fulfillment of Ordinary diploma in Record and Archives Management.

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Secondly, would to thanks the education sector at Excellent college health and allied science for their kindness of allow to collect and gathering data from their institution.

Thirdly, would like also to express my deepest thanks to my supervisor Mr. Nivard Lwinga for sacrificing his time, guiding, cooperating and encouraging me throughout my research report. Also extend my thanks to the staff members of Excellent college health and allied science for agree my request of data collection on its education institution.

Am humbly convey my gratitude to my beloved father Mr. Pamba Masami for all the support and prayers he has given during my studies. Special thanks also go to all my friends especially Erick Kizito and Muhamad Mwamzia who have contributed to my academic excellence and for being good friends in academic journal.

God bless you all.

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DEDICATION

Am dedicate this dissertation to all my family members especially my beloved father Mr. Pamba Masami and my mother who have supported me financially and also to all my colleagues at the school of library, Archives and Documentation studies who have contributed to my academic excellence.

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ABBREVIATIONS AND ACRONYMS.

ARM	-	Archives Record Management.
SARIS	-	Student Academic Records Information System.
RBAC	-	Role Based Access Control.
ISO	-	International Standard Organization.
ICT	-	Information Communication Technology.
SLADS	-	School of Library, Archives and Documentation Studies.

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ABSTRACT

Records are very important in ensuring that the Education department is governed effectively and ensure business continuity of academic activity, this study based on `An assessment of factor affecting the efficient management of student academic records in private sector case study at excellent college health and allied science. It`s qualitative in nature and data were collected by using interview guide and questionnaire guide, Data are analyzed qualitatively and descriptive design is used in data collection.

The population of the study comprised twenty-five 25 respondent which dealing with academic record in excellent college health and allied science. The study identified type of students' academic records generated or received, equipment used to manage and store student academic record security measures for protect the student academic record and solution of inefficiency in management of student academic record in Excellent college health and allied science.

The findings of the study reveal that their problem regarding the management of students' academic records at Excellent college health and allied science including, lack of comprehensive record management policies guideline and standard procedures, inadequate regulatory frame work that are spell out the types of students' academic record to be generated or received as well as their formats. Inadequate training and re-training of staff, insufficient funding, inadequate power supply and low-quality devices used in storage of students' academic records.

The study concluded with recommendations that Excellent college health and allied science in Kinondoni municipal council should provide guideline and standard procedures, provision of regulatory framework that are spell out the types of students' academic records to be received. Train and re-train staff, provide enough funding, provide standard power supply as well as better storage equipment for both physical equipment and electronic equipment used in storage of students' academic records.

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CHAPTER ONE:

INTRODUCTION.

1.1 Introduction to the study.

These sections present the background to problem, statement of a problem, research objective, research questions, significance of the study, scope of the study, limitation of the study, definition of the key term and conclusion.

1.2 Background to the research problem.

Origin of academic record management is rooted in the broader history of record-keeping, evolving from ancient administrative needs to formal archival practices driven by legal, administrative, and historical requirements. Early systems were manual or paper-based which are used to organizing and classify the academic record based on its nature, with modern systems utilizing technology for efficiency and accessibility (Godswill et al., 2021).

In global level the management of student academic record are started to be used in Europe country in among of their early universities like medieval in Europe in 14 C to 16 C maintained records primarily for administrative, legal, and financial purposes, often controlled tightly by the church or monarchical authorities. The requirements increased demand for information to support scholarly inquiry, which contributed to the growth and preservation of educational records, though access remained limited (Musah, 2017). The academic registrar's role, within educational institutions, the academic registrar's office has always held a central position in managing records related to a university's core mission. Student enrollment, registration, course schedules, examination results, credit transfers, and graduation. These records are essential evidence of a student's academic achievement (Metto et al., 2022).

In African level the academic record is originated in up on gaining independence, African nations faced the challenge of managing a lot amounts of records left by the

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departing colonial powers, which often included essential academic records as formal education institutions growth, example of those challenges are like inadequate infrastructure and resources, human resources training issues, policy and regulatory deficiencies and lack of awareness (Njabulo et., 2024).

Formal archives and record management education, national efforts to establish origin archives and records management educational institutions emerged in the 1980s and 1990s in countries like Kenya, Nigeria, Botswana, Namibia, and Zimbabwe. These programs focused on developing a professional workforce to manage public sector and academic records using recognized archival principles (Shadrack, 2015).

In Tanzania the management of student records are started to be used in early independence (1961-1990s) the newly independent government, recognizing the need to preserve its national heritage and establish an independent administrative system, established the national archives in 1962, formalized by the national archives act no. 33 of 1965. This established the national archives with authority over non-current records, while current records were managed separately within government offices including education ministries (Charles et., al 2021). universities and colleges have been progressively establishing their own internal policies in line with national legislation to ensure proper management, retention, and disposal of records. However, many institutions still rely on a mix of paper-based and emerging electronic systems hybrid systems. The integration of academic record-keeping with modern systems like the student academic records information system (SUASIS) is an ongoing process, often facing technical and infrastructural challenges (Rosemary, W., & Nolasco, V 2021).

1.3 Statement of the problem.

According to Ajike et., al (2021), Academic record is often perceived to have significance in student academic journey for ensuring that all of the critical information of student is preserve and conservation well without damage, maintaining records is considered crucial in any organization for storing and

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retrieving essential information for future use. Unfortunately, in higher education sector seem to overlook the significance of record keeping, leading to a shortage of valuable data necessary for their development.

The academic student records its lifeblood of educational institutions, in many universities and college still rely on obsolete or fragmented management system. This disorganization led to significant administrative failure, such as delays in provision of transcript, loss of vital record and vulnerabilities of academic fraud (Shadrack, 2015). Academic student record is faced with some problem efficiency in managing student academic record like technological change system for managing student record, policy deficiencies and lack of resources constrain in managing student record (Victor, 2020). Hence aims to identify the factors affecting the efficient management of students' academic records in Excellent college health and allied sciences at Kinondoni Municipal Council for goal of determining those factors and how to solve it for ensure that the academic record is used for long period without damage.

1.4. Research objectives.

1.4.1. General objective.

The general objective of this study was to determine the factor affecting the efficiency management of student academic records.

1.4.1. Specific objective.

I) To determine the equipment which are used to manage and store student academic records.

ii) To determine the security measures for protect the student academic records.

iii) To elaborate the solution of inefficiency in management of student academic records.

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1.5. Research question.

i) Which are the equipment and tool used in manage and store student academic records?

ii) What are the security measures used to protect the student academic records?

iii) What are the effects of poor management of student academic records?

1.6. Significance of the study.

The following are significance of the study.

The study helps to improve institutional operations in academic record, because will cover on the way of manage the student academic records in an institution and show the appropriate storage device which used in storage.

The study helps to improve student academic services in sharing of essential document; this study cover on how to improve a student academic management for ensure that the academic record are proceeds in any time in a university.

These study focuses on the security measures to ensure that all of the student academic record are protect, safeguarding and preserve well without damage.

This research be benefit for other researchers in gaining depth knowledge in management of student academic record, strategic and framework that ensure record is not lost but maintained for operations of academic activity.

1.7. Scope of the study.

Subject scope.

The study aims to assess the factor affecting the efficient management of academic student record, at Excellent College health and allied science.

Geographical scope.

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This research is concerning on student academic record at Excellent college health and allied science at Kinondoni municipal council located at Boko Msikitini, nearby Domi house Kinondoni, Bagamoyo road.

1.8. Limitations of the study.

Inadequate of funding or resources; In preparation of research proposal are cost amount of funding which used as obstacle in perform a research proposal and even during the period of data collection. These cost in term of stationary.

Limited time on preparation of research proposal and research report; The specific time that are required to prepare research report very limited that cause to prepare incomplete research proposal.

Lack of skill and experiences on data collection; Shortage of knowledge and awareness on how to prepare a research proposal and even research report on data collection and how to analysis the data.

Lack of guidelines or framework in preparation of research proposal; It's main challenge that a faced myself during the process of prepare a research proposal there not any research guideline that a show what a required to consider in preparation of research proposal.

1.9. Operation of the key terms.

According to (ISO, 2016), Management; is a systematic process of control of recorded information throughout its entire lifecycle, from creation or receipt to its final disposition either permanent preservation or destruction. These are the systematic way of protecting, organize, manage and classify the record or document from its creation to final disposition. Example of the diagram show the record life cycle from creation up to disposal.

Academic record; Is any information or documents comprehensive, authentic, and reliable account of a student's history and progress throughout their journal of

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academic learning process or progress (Godswill et al., 2021). These are the collections of all students record which are related to the education program, it is a vital institutional record that serves as official evidence of an individual's academic achievements, courses completed, grades earned, honors received, diploma awarded, and attendance history.

Record; Is a document regardless of form or medium created, received, maintained and used by an organization (public or private) or an individual in pursuance of legal obligations or in the transaction of business, of which it forms a part or provides evidence (Jessica, 2018). Example fiscal record, legal record, administrative record, medical record, personnel record and land record.

Conclusion; These sections are show us on how academic student record are established and how are used in education institutions for ensure efficiency of the student academic record in manage, organize and retrieval, also show us the limitation of a study, cause of problem that are provided aware in another section.

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CHAPTER TWO.

LITERATURE REVIEW.

2.1 Introduction.

Literature review; Is a critical and analysis of existing research on specific topic (Mina, 2025) It provided an overview of the current state of knowledge, identified gaps and highlights key findings in the literature.

This chapter are review on literature related to the study, this chapter are discussing the different categories of student academic record, record storage equipment and security measures, factor affecting the efficient management of student academic record, solution to address that factor, research gap and ends with conclusion.

2.2. Theoretical framework of the study.

Is a structured system of established principles and concepts used to analyze how recorded information is created, maintained, used, and preserved (Upward ,1996), But in academic student record used as the structure of concepts and rules used to study how student data (like grades, enrollment, and graduation data) is created, maintained, and preserved (Asongwe,2013). It provides the rules to ensure student records remain accurate, complete, and secure from admission to graduation and beyond. In this study the record continuum theory (RCT) used l provide the robust framework on the management of record from creation up to final disposition even in academic record also the record is created from the admission process up to graduation ceremony it means and after that it used actively in use for different activities in academic matter. The record continuum theory deal with management through are interconnected process from the moment a student is adminission until their record are permanent archives (Herny,2018). These are used to treat recordkeeping not as dead-end storage task but as active tool for academic students records management and historical memory.

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The use of records continuum theory used to analyze how academic record are created, capture, organize and pluralize record in academic setting. These study aimed to highlight on the factors affecting the efficient management of student academic record in creation, management, use and preservation by the record continuum theory may led to academic record to remain accessible, and relevant even after initial administrative use (Fatin,2025) The use of continuum theory in academic record today it applied for both traditional format and digital format to maintain better security, authenticity and long-term preservation of academic student record.

2.3 Conceptual framework.

These are constructed structure that maps the key variables, concepts, and their assumed relationships within a specific study (Sunauna,2026). Key concepts, variables, relationships, and assumptions that guide the academic inquiry. It establishes the theoretical underpinnings and provides a lens through which researchers can analyze and interpret data and also conceptual framework draws upon existing theories, models, or established bodies of knowledge to provide a structure for understanding the research problem (Lumivero,2025). It defines the scope of research, identifying relevant variables, establishing research questions, and guiding the selection of appropriate methodologies and data analysis techniques. The conceptual framework is involved of dependent variable and independent variable which are used to form research to be completed, validity and authenticity.

2.3.1. Dependent variable.

These are the main outcome that required .to measure, explain, or predict in your study. It should be a variable that can be observed, measured, or assessed quantitatively or qualitatively (Sunaina,2026). These are the outcome or result variable that is measured to assess the effect of the independent variable. In research title `An assessment of factor affecting the efficient management of student academic record the dependent variable are ‘Efficient management of student academic records, this is the result being measured whether the records are managed efficiently or not

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these outcomes like security for data protection, storage equipment, policy and guideline for protect student academic record.

2.3.2. Independent variable.

The factor a researcher manipulates or observes as a potential cause or predictor of change in another variable (Lumivero,2025). These are potential cause be investigated for determine what are investigating on the filed by the researcher. Is the condition, characteristic, or grouping used to explain changes in another variable and experiments. In research title which state that `An assessment of factor affecting the efficiency management of student academic records,the independent variable factors affecting, which are consider in the "cause" in a cause-and-effect relationship because it influences or changes another variable. The independent variable is intentionally varied to observe how it impacts other factors in the study. These are used to know the main cause that led to efficient management of student management, what are the main cause (Lumivero,2025).

2.4 Categories of student academic record.

Public information; to which parents are given have access. A parent, guidance or spouse may obtain the public information without prior authorization from the student. These are all kind of academic record in which can accessed without permission from the student, these are included all academic record like transcript, and certificate (ASR ,2022).

Information that are confidential in nature; to which third parties may only have access if there is appropriate written authorization signed by the student. However, students record whatever their categories whether in paper or electronical format are important resources for schools and should be paired through effective records management practices. The smooth running of any educational institution depends on the effective and efficient care of records of student academic record when the student is protecting well, they help to prolongs the life span of academic records in the intended organization (ASR, 2022).

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Academic record is divided into different categories based on the different activities which are performed in higher education department those categories is like,

Administrative and enrollment record; These are the kind of academic record which are obtained in creation stage that are show the relationship between the student and university or college, these are include all of the admissions process, bio-data form which are contain name of student, date of birth of student, nationality and contact details also in administrative or enrollment record a contain transcript of previous education information (UAEU, 2021).

Academic performance record; These are another stage of academic student record which are found in active stage which are describe the whole progress of the student in her progress of study (UAEU, 2021).

Certifications and graduation record; These kinds of academic record are found in disposition stage which are involve the ability of determining all of the record with enduring value and those records which are no longer needed for business activities in the education department (Banjangala, 2016).

Behavioral and support record; These kinds of academic record are described more about the lifestyle of a student in higher education institution; these are included all of the document academic misconduct which are critical for legal and compliance reasons (Banjangala, 2016).

Also, according to (Angela, 2020), Academic student record is essential document which are found in higher institution for ensure that the organization are perform their own daily activities on it, so academic student record is fall into different types based on the type of academic record which are found in the higher education, those types are like;

Admission file or application; Kind of academic record which are describe about the registration process of student in an institution to verify that is a member in a certain university or college, so the admission file or application are used to introduce the student to be a member in university (Angela, 2020).

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Registration and enrollment; These are used to verify that a student is actively participating in academic institution during a specific period of study. So, these kinds of academic record are used to describe a student in university as the member of university or college in education program (Angela, 2020).

Personal and bio-data; Are used as the identification identity of a student in university or college environment. These are included all of the essential record or document which are required in order the student to be registered (Banjangala, 2016).

Academic transcript; These are the overall of student performance in a university or college that are combine all of the examination results of student in academic record, these are included all of the grade for examination which are performed within a semester, also these are original and tangible evidence of student knowledge created during the completeness of the year of study (Angela, 2020).

Continuous assessment; These are the whole progress of the student academic in through out of semester before the final exams. these are used to identify the qualifications of the student to be attended in the examination room (Banjangala, 2016).

Financial record; These are combined of all student payments in higher education institution to verify that are complete in payment process. These are included all of the payment of tuition fees, university bill, student current financial aid status (Banjangala ,2016).

2.5 Storage equipment of academic student record.

Storage equipment; Is a specialized, durable tools, furniture, and systems designed to house, protect, and organize records both paper-based and digital record throughout their life cycle. This equipment is desired or created for ensure long-term preservation, maximize space efficiency, and facilitate secure access to information that must be retained for legal, fiscal, or historical reasons (Georgia, 2020).

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The record storage equipment is divided into two main categories physical storage and electronical storage for ensure the efficient in manage and preserve of the record from damage those are like;

Physical storage; According to Asif (2024), Is the process of physically storing papers, files, and other kinds of records on paper instead of digital versions. These are the traditional way or methods which are used to store, preserving and protect record or document from damage in physical way or physical formats physical storage facilities are included cabinet, shelf, cupboard and drawers.

Categories of physical storage equipment based on the nature of record to be stored in those are like;

Archival storage box; Is a specialized, high-quality container engineered for the long-term preservation of valuable documents, photographs, textiles, and artifacts. These are kind of physical storage facilities which are used to store and preserve all record or document with enduring or permanent value for ensure long term preservation and avoid the damage of essential record (Michael, 2025).

Figure 01, Acidic free archival box.



(Michael, 2025).

Cabinet; Is a primary piece of office or repository furniture designed for the systematic, secure, and organized storage of paper-based records. It acts as an essential physical container for holding file folders or folders within a registry or archive, facilitating the quick retrieval and protection of documents (Ramadhan, 2021).

Figure 02,Metal cabinet storage equipment.



(Ramadhani ,2021).

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Shelf; Refers to the specialized, organized, and often high-density structural systems like open steel racks or mobile carousels used to physically house and protect, in proper sequence, boxes and files that are inactive or have permanent value. It serves to optimize space, improve accessibility, and maintain records efficiently for long-term retention (ASA, 2023).

Figure 03, shelf used to handle record.


(ASA, 2023).

Cupboard; Is a secure, enclosed storage unit often metal or wood used to protect, organize, and preserve physical files. It serves as a records storage facility, component for holding active or semi-current records in, filing cabinets or on shelves, offering protection against environmental damage, unauthorized access, and unauthorized destruction, these storage facilities are used to preserve record which are sensitivity or confidential record based on the organization decision (Asif, 2024).

Electronic storage; Is a software, system or platform which are used to manage, preserve and store the record or document in a digital format. These are storage device which are used to hold all of the electronic record. These are the digital repositories, physical media, software, and infrastructure used to create, manage, store, maintain, and preserve records in digital format throughout their lifecycle, example of electronic storage is cloud storage, hard disk driver, solid state driver and magnetic tape libraries (ISO, 2016).

On another hand, Demo (2024), Say that the electronic storage facilities or equipment are used to ensure the protection and safeguard of all necessary record or document in an organization and are discussed on the cloud storage, hard disk driver, magnetic tape and storage area network as the electronic storage and will explain below,

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Cloud storage; Is storage device which are used to manage, store and protect the record or document from damage, these are kind of storage facilities which are used to store that record which a very sensitive within an organization (Demo, 2024).

Storage area network; These are type of network-based storage that uses a combination of storage devices, including USB flash drive storage, solid state drives cloud storage, or any method of hybrid storage (Demo, 2024).

Hard disk drive; Is magnetic storage device which are used to hold all of the electronic data or information. non-volatile, high-capacity secondary storage facility designed for the long-term retention, backup, and archival of digital records (Demo, 2024).

2.6 Security measures for academic student record.

Security measures; Refer to the protection, safeguarding and secure of record or document from unauthorized access. Also, these are the strategic, technical, and administrative actions taken to protect records both physical and electronic from unauthorized access, damage, alteration, theft, or destruction throughout their entire lifecycle, example of security measures is like access controls, encryption and security code and one time password (Muhammad, 2022).

Also, according to Muhammad (2022), Security measures are most suitable for safeguarding and ensure long-term use of a student academic record by protect it from damage, theft and vandalism so different security measures for protect academic student record are like,

Access control and role-based access control; The access control lists technique is used to limit access to sensitive documents and allow certain users to access them. A pre-defined list of people being configured as authorized personnel that can access, review, and processes any file of sensitive nature. Example use of role-based access control and rule-based access control (Muhammad, 2022).

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Data encryption and secure transmission; Is digital security measures which are used to encrypting data by using encryption key for ensure that no one can access it without permission or formal access, these are help to maintain the integrity and authenticity of academic record. making it impossible for hackers and intercept a file without a decryption key (Muhammad, 2022).

Secure or lockable storage; These are the physical security measures which are used to safeguard and protect record or document from theft and all unauthorized access to access the academic record. Example use of locked cabinet, cupboard and mobile shelving (Muhammad, 2022).

Surveillance and intrusion detection systems; Is a security mechanism which are used to protect the academic record from any unauthorized access. Also are used to monitoring area where records kept to detect theft or vandalism (Muhammad, 2022).

Environmental controls and monitoring; Ensure that an academic student record is protect and safeguard from any environment hazard or effect, controlling the physical environment temperature, humidity and light to prevent the deterioration of records. The required temperature 18℃ to 20℃ and humidity 35% to 50% for ensure the survival of academic record (Banjangala, 2016).

Audit trails and monitoring; Maintaining logs of who accessed, modified, or deleted a record crucial for accountability in academic record. The organization may establish a schedule on perform regular audit or inspection in weekly, mouth, quarter and year (Banjangala,2016).

Use of security code and one time password; For maintaining the integrity and confidentiality of the record the higher institution is required to implement a security code which are show who are having are right to access that record and one time password means that the user should enter the code within a short time and then access a record (Banjangala, 2016).

2.7. Factor affecting the efficient management of student academic record.

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According to Azlan et al (2019), Factor is an any element, condition or variable that influences the creation, maintenance, use, appraisal or preservation of records and archives. factors are the driving forces behind how records are handled throughout their lifecycle, directly affecting their authenticity, reliability, integrity and usability. Also, those factors may divide into different categories based in the managed of academic student record like person in term of skill and culture, organizations factor in term of policy and structure, technology in term of infrastructure and process that may affect the management of student and record in various higher education institution or colleges. So, the negative factor that will face the efficient management of student academic record are;

Inadequate of security and confidentiality of record; Most of the registry in higher education are inadequate in secure the academic record in term of access, use and retrieval it after being used which are accelerate most of student academic record to lost in term of confidentiality are academic record are and restricted on maintaining their origin (Idris et al., 2020).

Inadequate of information communication technologies (ICT) infrastructure and power supply; In registry departments are suffering in inadequate of system in manage the whole academic student record from creation up to final disposition. These factors the accelerate to fail of efficiency in provision of service to a student and other users within a higher institution (Goodluck et al., 2017).

Lack of standardized policies and procedures; The absence of a clear manual detailing how records are created, maintained, and destroyed leads to inconsistency in managing the most student academic record. These means that lack of a written, comprehensive policy defining how records are created, accessed, retained, and disposed of results breach of academic record (Project, 2020)

Inadequate of funding; Most of the registry in higher education institution are faced with lack of capital for operator the registry process from creation up to final disposition of an academic student record (Azlan et al., 2019).

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Inaccurate or incomplete data entry and storage; Errors in the initial recording or updating of student information result in incorrect transcripts and records. These are occurred during the process of registration proceeds on a new student to be admissions on another year of study so (Afriyie et al., 2020) unclear record or registration led to mistakes even in transcript, student identification (ID) and academic certificate.

2.8. Solution of factor which are affect the efficient management of student academic record.

Solution; Is a holistic approach comprising policies, procedures and technology designed to address challenge and how to solve it (ISO, 2016). These are the strategic, city process which are used to supported the different approach of management record from creation up to final disposition. Below will show the solution of that challenges that solution like;

Implementing strict role-based access control; The higher education institution is required to implement the role which are define who are having the mandatory of access the record or document in an education department, these are help to maintain a confidentiality and integrity or authenticity of record (Classter, 2024). These are involved implement role-based access control (RBAC), password protections, and encryption for both physical and digital files.

Develop accurate data validation rule; The universities are required to establish a specific system which are automated for capture the necessary information of student during the process of registration these are help to avoid inaccurate of student data (Alabi, 2022).

Implement standardized file classification; Using a consistent file plan that includes clear, standardized file reference numbers for different types of academic records example use of DIS for discipline prevents the misplacement or loss of sensitive negative data (Classter, 2024).

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Upgrading information communication technologies (ICT) infrastructure; In the area where are use system the higher institution is required to replace outdated computers and improve server capacity to support efficient, real-time data entry and retrieval of student record (Alabi et., al 2022).

Development of retention and disposal policies; Create a records schedule that distinguishes active from inactive records and authorizes the secure destruction of non-essential documents. Should establish clearly policy which are define on how long a record should be kept and stored before disposal (Murdoch, 2020).

2.9. Research gap.

Following the above, many researchers have conducted research on various themes of Records management at the organizational level but there is no specific research that has been conducted relating to an assessment of factor affecting the efficient management of student academic record in the education department of Excellent college health and allied sciences.

2.10. Conclusion.

This chapter has highlighted the different categories of student academic record, equipment and security measures, factor affecting the efficient management of student academic record, solution of the factor, research gap and conclusion.

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CHAPTER THREE.

RESEARCH METHODOLOGY.

3.1. Introduction.

This chapter present about the research methodology which used in conduct a research report and cover on research approach, research design, area of the study, population of study, sample size, sampling techniques, types of data, method of data collection, data collection instrument and research ethical.

3.2. Research type.

Are the categories used to classify studies based on their purpose ,how data is collected and the questions they aim to answer (Divya,2025). These are specific categories of a study which are used to guiding how the study is conducted .these are used to show how data are collect and analyze data. Its qualitative in nature and data are analyzed qualitatively.

3.3. Research design.

According to (Divya, 2025) Research designs is a framework develop in the planning stage that guide research in a suitable direction, it's strategy that outline how research study is proposed to be conducted to address specific research question. The descriptive design is used for perform a research study due to describe a population, situation and phenomenon that help to answer what, where, when and how questions, but not why questions (Sunaina, 2023). Also allow validation of sampling methods, and particularly valuable when there is limited existing knowledge about the subject.

3.4. Study area.

This specific geographical location selected for investigation (Levi, 2023). These are the specific place in which researcher perform data collection and analysis data from a respondent, in this study the researcher is at Excellent college health and allied science at Kinondoni municipal council in Boko Msikitini.

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3.5 Targeted population.

Is an entire group or set of individual, objective or events that possess specific characteristics and are interest to the researcher. These are used to represent a target population in which are sample is draw (Riya, 2023) So these are means total number of the individual which a researcher uses during the process of data collection. Example in this study the total number of respondents was 27 including Record officer, Principal, Accountancy, Administration, Academic, Lectures, Student, ICT which are main respondent for provided a required data.

3.6. Sample size.

Is the specific group of people or total number of individuals or respondent which is used in a specific study and the number is often broken down into sub-groups by demographics such as age, gender, and location. So that the total sample achieves represents the entire population (Frankline, 2021).The sample size that are applied in data collection should range on sample size of 25 respondent division like Record officer 03, Principal 01,Accountancy 03, Lectures 06, Academic 03, student 06 and ICT 03.The formular which are used to find out a sample size of a population will be Yamane formula. So, the targeted population in this research report is 25 respondents.

3.7. Sampling techniques.

Sampling techniques; Is a statistical method for selecting a sample representative of the whole population to the research study, sampling methods serve as invaluable tools for researchers, enabling the researcher to collect a meaningful data and facilitating analysis to identify distinctive features of the people (Renu, 2023). In these research study use probability as the sampling techniques employed in data collection.

3.7.1. Type of sampling techniques

3.7.2. Probability sampling.

According to Renu (2023), Probability sampling these are the sampling techniques in which each unit or element in the population has an equal chance of being selected in the

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final sample, these are most use the random techniques in which each individual having equal right to be chosen as main participants in provision of required data, in this study should use random techniques for gathering data from a respondent.

3.7.3. Non-probability sampling.

According to Renu (2023), non-probability is the sampling techniques which collecting data conveniently through a non-random selection based on predefined criteria. This offers straightforward way to gather data based on the researcher criteria of the type of a respondent which are required to be as main participants in research study in this type of sampling are respondent are select based on the education level, gender and status. In this research study was use judgmental or purposive sampling techniques for gathering of data.

3.8. Data collection methods.

In this study should use primary data collection method gathering and collect data from a respondent. these due to small target population which will intended to collect data from it. But within a primary data method the researcher was use interview and questionnaire for data analysis.

3.8.1. Interview method.

These are the tools for data collection which a researcher uses to ask a question of the respondent in order to get an answer. conversations between an investigator interviewer and a respondent interviewees, informants or sources in which questions are asked in order to obtain information (Josiah, 2025), this method are expected to be better in collection of data and narrative information in order to understand the respondent's unique perspectives, opinions, and world view.

3.8.1.1 Type of interview

3.8.1.2. Structured interview.

According to Tegan et al (2023), Is data collection method that relies on asking questions in a set order to collect data on a topic from respondent. These kinds of interviews use time framework in gathering of data.

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3.8.1.3. Unstructured interview.

According to Tegan (2022), is a data collection method that relies on asking participants questions to collect data or information to a specific research study and not arranged in city order, these kinds of interview doesn't have the unique arranged of the questions in which researcher are used to asking the respondent. This lack of structure can help you gather detailed information on your topic, while still allowing you to observe patterns in the analysis stage.

In these research study uses structured interview as the major method of collect data from respondent due to its face-to-face method which provides insight of gathering data in deep and straightforward for collect understand, concept and experience from respondent.

3.8.2. Questionnaire method.

According to Pritha (2021), is a list of questions or items used to gather data from respondents about their attitudes, experiences, or opinions for provided clear, accurate and complete data from a respondent. The questionnaire in which a researcher intended to use should be valid and reliable questions that address research objectives, placing them in a useful order. The questionnaire method is divided into two main categories those are closed ended questionnaire and open-ended questionnaire.

3.8.2.1. Types of questionnaires.

3.8.2.2. Closed-ended questionnaires.

Is kind of question which restrict or guide a respondent on how to answer it. these types of questionnaires are required a respondent to choose answer from a consult question that are give by researchers. Closed-ended questionnaire asks respondents to choose from a distinct set of pre-defined responses, such as yes and no or among set multiple choice questions (Pritha ,2021).

3.8.2.3. Open-ended questionnaires.

According to Adi (2026), These are kind of questionnaire method of data collection in which allow and encourage respondents to answer in open-text format to answer based on their complete knowledge, feelings, and understanding. The detailed

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response to this question is not limited to a set of options and use of symbolic questions mark like where, when why and what for collect the required data.

In these research study shall use Closed-ended questionnaire for collect and analysis data from a respondent due to its actionable method which provide required data from a respondent, provided depth data and provided accurate and reliable data that be related to the research study.

3.9. Sources data.

Data; Is a collection of information gathered by observations, measurements, research or analysis for the purpose of improve fact or truth of what are find out by the researcher. These including collection of various information in term of numbers, names, figures or even description of things, data is organized in the form of graphs, charts and tables (Uma ,2017). Data in research including of both primary data and secondary data which collected by a researcher in a filed.

3.9.1. Primary data.

According to Marta (2022), Primary data; Is a systematic process of gathering data directly from a first-hand source, these are the data which are collected by the researcher only. These kinds of data are collected during the period of data collection from a specific area where by a data collection should collected from a respondent. In this research the researcher required to use interview and questionnaire.

3.9.2. Secondary data.

According to Tegan (2023), These are type of research data which are collected by previous research or these are data which order exists or collected by previous research which belong in some research study. These including data like census data, organization report and written journals.

3.10. Data collection instruments.

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In these research report should use the interview guide and questionnaire guide as the main data collection instrument which are employed during the period of data collection.

3.10.1. Interview guide.

According to Javed (2021), is a comprehensive list of questions or topics that the interviewer uses to address throughout the interview process. It is called a guide because it is simply used to guide the interviewer and interviewee. An interview guide is a data collection process in qualitative research that will help to collect data among of staff member at Excellent college health and allied science to collect high-quality of data, detailed information from interviewees by using open-ended questions or a list of points.

3.10.2. Questionnaire guide.

According to Pritha (2021), a list of questions or items used to gather data from respondents about their attitudes, experiences, or opinions. Questionnaires guide is used to collect qualitative information from a respondent which are related to specific research study. In this questionnaire guide should use closed-ended questionnaire for gathering data from respondent.

3.11. Ethical issues.

According to Derek (2020), Is a set of principles that conducted responsibly, safely, and with integrity. The research ethics help protect the rights and welfare of researcher during the process of collect data from research participants, while also ensuring the credibility of research findings. Also, these are set of principles that guide a researcher on research designs and practices (Pritha, 2024).

Ethical considerations in research study are involved of protect the rights of research participants, enhance research validity, maintain academic integrity during the process of data collection. During the process of data collection, which are consider the different ethical in research like,

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All information that are collect from a respondent are treated as privacy and confidentiality of respondents during study since records are vital and confidential.

The researcher should have introductory letter from the Head of Research Department of Records and Archives management at (SLADS) to introduce her to the staff members of Excellent college of health and allied science.

3.12. Data processing analysis.

Data analysis; Is a systematic process of investigating, through varied techniques, facts and figures to make conclusions about a specific question or topic (Crystal et al., 2026). These are process of systematic collecting, cleaning, transforming, describe, modeling and interpreting data which are collect from respondent (Stephen, 2026). Data analysis involves of both qualitative data and quantitative data which collected from respondent.

During the process of data collection should collect qualitative data analysis, the data shall be analyzed during the data collection period and after data collection period, this analysis of data should cleaning, transforming, describe, modeling and interpreting data those data which are collected from a field.

3.13. Conclusion.

This chapter show the direction on how the data was collected from a respondent or through by employed a different method that are used during the process of data collections show us the instrument that are used in collections of data.

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CHAPTER FOUR.

DATA PRESENTATION,ANALYSIS AND DISCUSSION.

4.1 Introduction.

This chapter presents the description of respondents, objectives of the study, security for managing student academic record, storage equipment, challenge face student record management and solution. Data collected using the research collection tools including interview guide and questionnaire guide which helped to improve the validity and reliability of the research findings.

The research finding carried out to enable the researcher collect quality and accurate information on "factors affecting the efficient management of student academic record in the education department of excellent college health and allied sciences"

This chapter presents findings of the study basing on the objective which include the following;

To determine the equipment which are used to manage and store student academic record.

To determine the security measures for protect student academic record.

To elaborate the solution of inefficiency in management of student academic record.

4.2. Description of respondent.

The following are the different categories of respondent that are interviewed during the study at Excellent college health and allied science.

Principal interviewed because he involved in developing policy, strategy plan and allocation resources in Excellent college health and allied science, academic also interviewed due to use student academic record for maintain integrity and authenticity of student academic record and administrative another respondent which was interviewed because he and she was key action officer and users of record to

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plan for improvement at Excellent college he and allied science. The respondent that are involved answer questionnaire was like accountant, IT and student.

4.2.1. Description of respondent Gender.

The first question on questionnaire guide required to determine the total number of respondents on gender.

Table 4.1, Gender distribution of respondent (N=25).

Gender.	Frequency.	Percentage.
Male	15	60%
Female	10	40%
Total	25	100%

Sources, Field data (2026).

The gender distribution of respondent which used in data collection shown on table 4.1, indicate that different participate male and female whereby out of 25 respondent 15 (60%) were Male and 10 (40%) were Female.

4.2.2. Description of Age for respondents.

The second question on questionnaire guide aimed to determine the age distribution of respondents in excellent college health and allied science.

Table 4.2, Age distribution of respondent (N=25).

Age in group.	Frequency.	Percentage.
18-30.	7	28%
31-50.	15	60%
51-100.	3	12%

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Total	25	100%

Source, Field data (2026).

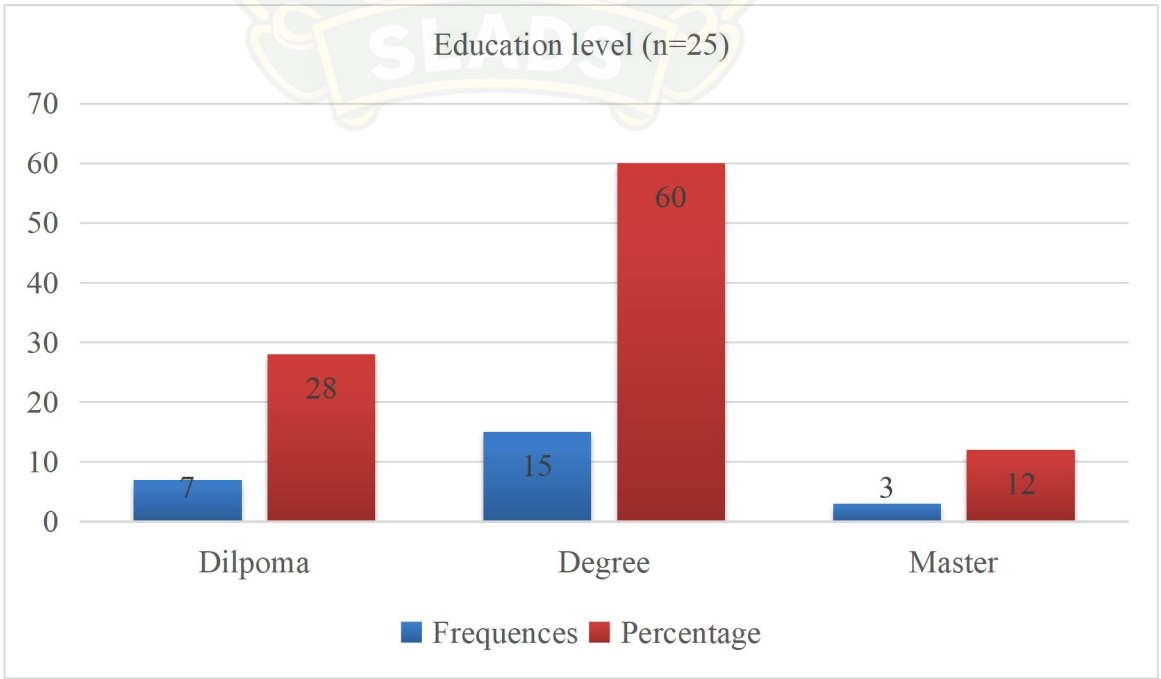
Table 4.2, present the age distribution of respondent in group. The total number of respondents is 25 were by majority 15 (60%) are range 31-50, followed by 7 (28%) range at 18-30 and final 3 (12%) range at 51-100. These distributions indicate that most respondent are adult.

Through the distribution of respondent where by most of respondent were adult these indicators that the data that are provided during data collection it accurate and correct due to high capacity of learning process.

4.2.3. Education level of respondent.

The third question on questionnaire guide aimed to determine the education level of the respondent at excellent college health and allied science, this information essential in data collection for ensure that only valid, complete, clarity and truth data are collected from a respondent, the figure below describes the education level of respondent.

Figure 04, Education level (N=25)



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Source: Field data (2026).

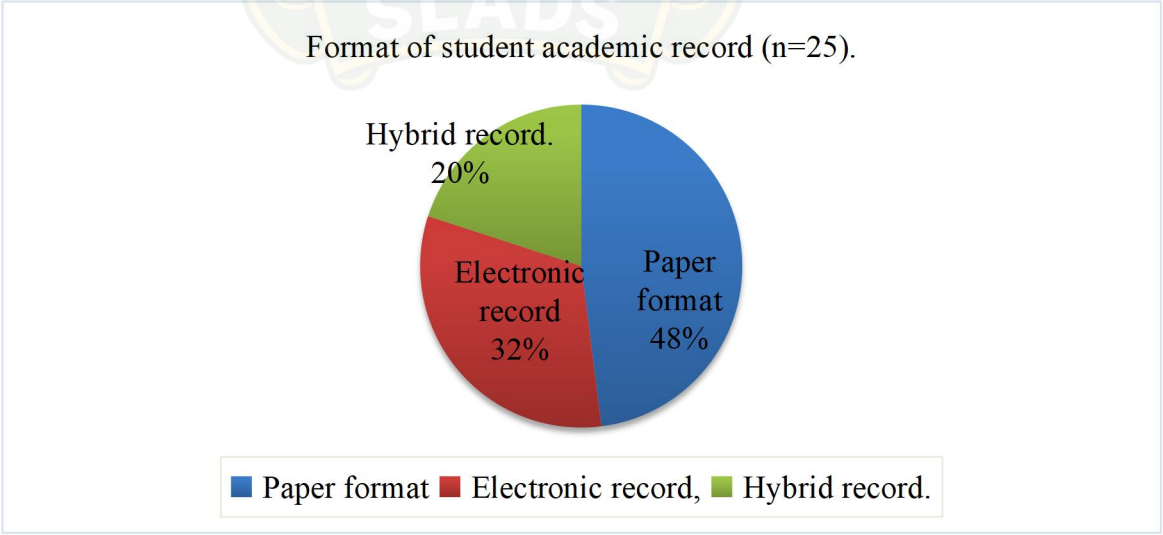
Regarding to education qualifications, revealed that 15 (60%) of respondent hold degree, meanwhile 7 (28%) hold diploma and 3 (12%) possessed qualifications on masters.

This indicate that majority of respondent having degree level of education. So, the high number of individuals which having degree among of the administration, academic, IT and principal, facilitate more efficient in managing of student academic record within excellent college and allied science.

4.3. Format of student academic record within education department at Excellent college health and allied science.

Another questionaries and interview guide respondent to answer on the format of student academic record at Excellent college, so respondent identify that format of student academic record which reliable in excellent college health and allied science private education sector and answer are presented in the table below,

Figure 5, Format of student academic record within education department at excellent college health and allied science (N=25).



Sources: field data (2026)

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The finding shows that 12 (48%) said use paper format,8 (32%) revealed that use of electronic format and 5 (20%) suggest that use of hybrid record.

These finding revealed that managing of student academic record at excellent college still in paper format, it means that still factor which led to breach of student academic record, loss of record for both student and staff, also the presence of use paper record accelerated to the easily damage of student academic record these finding said by among of respondent in excellent college health and allied science, these shown by high percentage of use paper record.

Moreover, the use of both paper format, electronic format and hybrid format at excellent college health and allied science used to improve the management of academic student record for ensure that student record is preserved for long period of time without damage and loss, these are suggested by the number of percentages of use hybrid format *(Rosemary et.,al 2024)*.

Through interview guide, one academic staff it replies that "the management of student academic record in paper format accelerated to delay in retrieval of record or document when are required, increase cost in term of operation it and also replied that the use of paper format as major format led to leakage of information. Another respondent said that the implementation of electronic format in managing of student record increase the ability of preservation and protection of student academic record at excellent college health and allied science".

> *Traditional and modern practices. This blend of methods suggests a transition phase in record management, where Excellent college health and allied science maintained manual practices while gradually incorporating electronic systems. The account interviewed explained that there were increasing practices of records being stored electronically by the major head of IT or this digital method, which uses tablets, computers, and software, is popular at Excellent college health and allied science because it is efficient and convenient. However, the principal noted that the main challenge would be the need for more technical experts to address issues when the electronic devices fail.*

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4.3.1. Categories of student academic record at Excellent college health and allied science.

Through use interview guide respondent interviewed by the researcher on another question which required to respond, so the respondent required to answer on the different categories of student academic record which are found at excellent college health and allied science private sector and answer are presented in the table below,

Table 4.4, Categories of student academic record at excellent college private sector (N=25)

Responses	Frequency	Percentage
Appraisal form	2	8%
Attendance register	2	8%
Leave form and sick form	2	8%
Financial record	4	16%
Transcript and certificate	5	20%
Accreditation	3	12%
Examination record	5	20%
Minutes of meeting	2	8%
Total	25	100%

Sources: Field data (2026)

The findings show that examination record it's 5 (20%), revealed that its transcript and certificate 5 (20%), revealed that it's financial record 4 (16), and show that 3 (12%) said that accreditation, said appraisal form 2 (8%), attendance register 2 (8%), are leave form and sick form 2 (8%), minutes of meeting it's (8%) according to the field data collection shown above on the table are common categories of record found in excellent college health and allied science.

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These finding show that at excellent college the most of academic student record which generated is examination record due to high demand of learning progress within a college these statements are proofed by Academic, IT, Accountant and Principal which lead to having high percentage, another financial record which are create, appraisal form, attendance register, leave form and sick form these finding prove that at excellent college there is high amount of student academic record which generated for ensure the workflow of the institution activity in education department.

The participants have identified different records generated at excellent college health and allied science under study. From the data collected, different students' academic records are maintained ranging from applications for admission, screening database, entrance exam and test scores, acceptance letter ,letter of recommendation, personal and enrollment information, including sex, marital status, date of birth, ethnic background, registration number (Idiris,2021) Students medical data, academic offences, counseling records, disciplinary offences , information pertaining to action related to academic honesty or violation of academic honesty policy, grade reports, results of petitions and appeals filed by students, transcript from other colleges, final transcript, and graduation list.

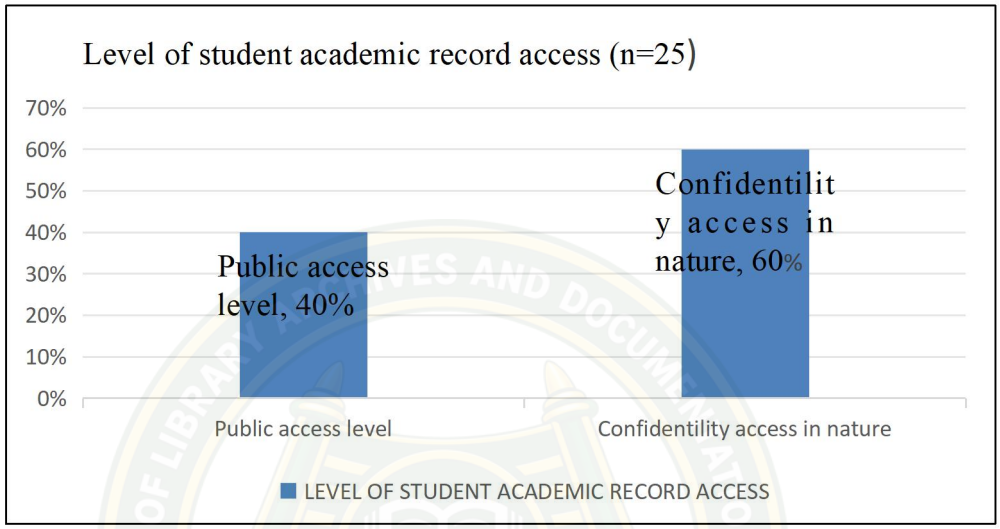
> *Due to that finding its essential at excellent college health and allied science to ensure well management of student academic record through are hold sensitive record of student like, transcript and certificate, financial record and medical record these said by principal during interview progress. Due to high amount of student academic record which produced in excellent college health and allied science it shows that managing of student record it's critical for ensure business continuity academic record and according to the field source categories of student record which generated are used in daily operations of the academic activity.*

4.3.3. Level of student academic record access.

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During the process of data collection another question which asked to respondent is different level of student academic record access which answered by different respondents, the representation of finding were describe in the figure below.

Figure 06, Level of student academic record access (N=25).



Sources: Field data (2026)

The finding shows that 15(60%) the respondent said that confidential access in nature and 10 (40%) it revealed that its public access of academic student record.

These finding show that academic student record are confidential in nature and require high level protection. They are important for operation of education activity. These suggested by one among of the respondent at excellent college health and allied science in another hand other respondent show that academic record can be accessed public by anyone without any impact.

But another kind of student academic record which it's public access level having some challenges in managing it if there is no standardized procedure in managing it, in another way public access doesn't mean for anyone having ability of view and use but there some restrict on access it.

> *Based on interview, the principle recommends that "level of academic record access should follow in order to maintain the integrity of student record, authenticity and maintain the level of confidentiality for all record*

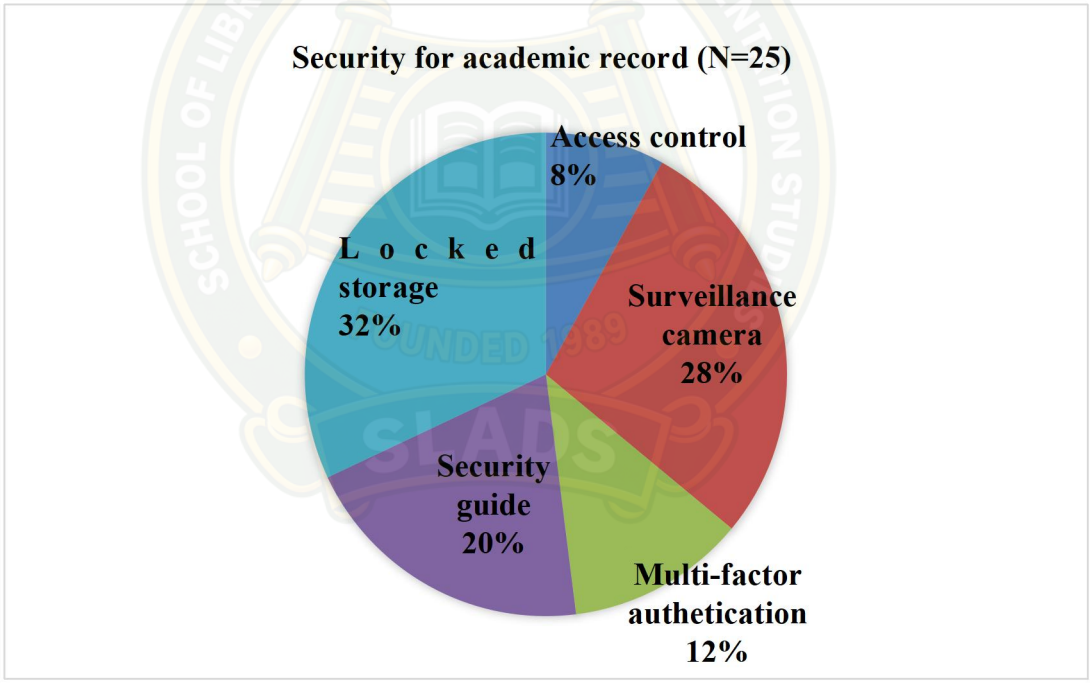
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which related to student record, like medical record, financial record and examination record, but also recommend on the use of legal and regulatory framework on managing the academic record"

4.4. Security for academic student record.

The researcher explored the different security measure that used at excellent college private sector for protect academic student record. So, the respondent were asked to identify those different security measure found at excellent college private sector and the responses are presented in the figure below.

Figure 07,Security measure (N=25).



Source: Field data (2026)

The finding shows that 8 (32%) said locked storage,7 (28%) said surveillance camera, 5 (20%) said security guide, 3 (12%) said multi-factor authentication, 2 (8%) said access control.

These implies that presences of academic student record at excellent college health and allied science it important because used in protect, ensure safeguard of all

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student record formed in the organization, the goal to ensure that each record it protected from the misuse and protect from leakage of any necessary information.

However, the use of security measure in protect the academic record ensure that each record of student at excellent college health and allied science are used only for appropriate person or for right person only, the goal of use security measure are protect the student record from theft, alternation, copy and unauthorized person which can led to loss of sensitive record and security measures help to maintain long-term preservation of academic student record.

> *According to field data collection, "security measure used to protect academic record from loss, altered, leakage and unauthorized person and help to maintain the value of each document, but if education sector lack the security measure may led to lose of academic record, leakage of academic record, increase cost, delay in decision making, inefficiency in operation of education activity content "are said principal at excellent college health and allied science.*

4.5. Equipment used to store academic student record.

Software and hardware storage; The respondents noted that computers used to create, process, retrieve store and output information. Computer hardware included the printer for printing documents and scanner for scanning paper based.

Figure 08: Structure of the computer hardware and software.



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Photo by Baraka 23/April/2026.

Shelf; The study is finding that excellent college health and allied science use metal shelf for preserve and conservation of student academic record for protect and ensure long term preservation without damage.

Filing cabinet; These are metallic cabinets with sections, they are used for storing student academic record found at excellent college health and allied science, so that there are not damaged and are labeled with numbers.

Figure 09: Structure of filing cabinet.



Photo by Baraka23/April/2026.

Cupboard; Also, are storage equipment which used to store academic student record, this equipment used to preserve only critical information of student academic record such as examination paper and making scheme.

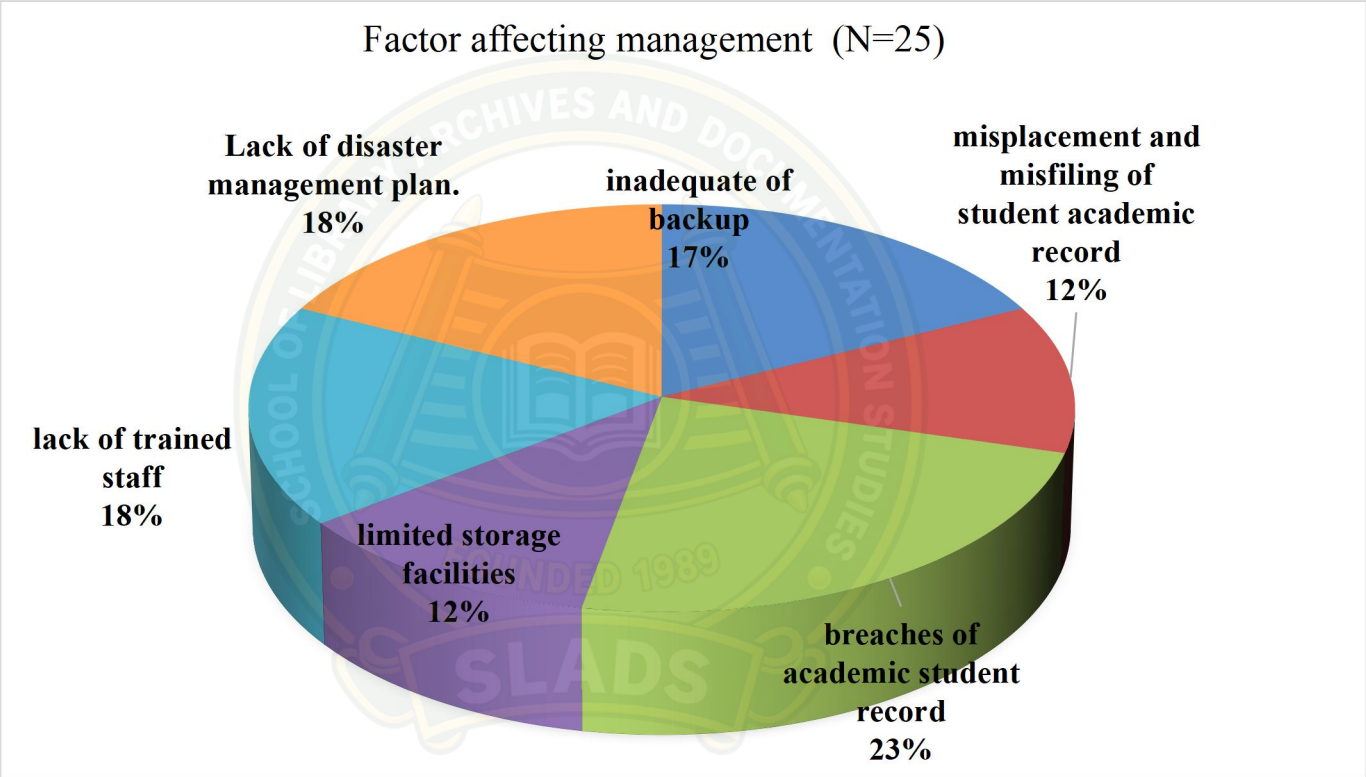
> *Through instrument of data collection, one accountant officer said, "the use of quality storage equipment in store the academic student record help excellent college to track the progress of these student payment qualification in digital storage like computer and also said that help in prolong the life of student academic record within college, avoid damage of student academic record, finally said that increase work performance"*

4.6. Challenge and solution of factor affecting the efficient management of student academic record.

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The researcher explored the challenge and solution of factor affecting the efficient management of student academic record at excellent college private sector; therefore, the respondent is asked to identify those challenge and factor affecting management of student academic record in private sector at excellent college health and allied science and answer given presented in figure below,

Figure 10,Factor affecting management (N=25).



Sources: Field data (2026).

The figure 09, outline factor affecting the efficient management of student academic record at Excellent college health and allied science the most factor are lack of policy and guideline 8 (32%) followed by Breaches of academic student record 4 (16%) thirdly inadequate of backup 3 (12%), Lack of trained staff on field of record and archives management 3 (12%), Lack of disaster management plan 3(12%) and another factor are misplacement and misfiling of student academic record 2(8%) and Limited storage space 2 (8%) respondent are provide out the results due to kind of question.

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These finding show that the managing of student academic record still faced with different challenge which led to difficult in managing of student academic record, these are proved by the field data which are collected from the respondent, the finding show that their lack of policy and guideline at excellent college in managing and use student record.

Absence of comprehensive records management policies, guidelines and practical standards , Inadequate of preparation for an imminent shift from the use of paper-based to electronic records the findings revealed that the problems associated with the management of Students' Academic records at college health and allied science include absence of comprehensive records management policies and regulatory framework (Idiris et.,al 2021).

However, this challenge led to difficult in academic sector at excellent college health and allied science, these are result of the loss of important student record and breaches of essential record which related to the academic matter.

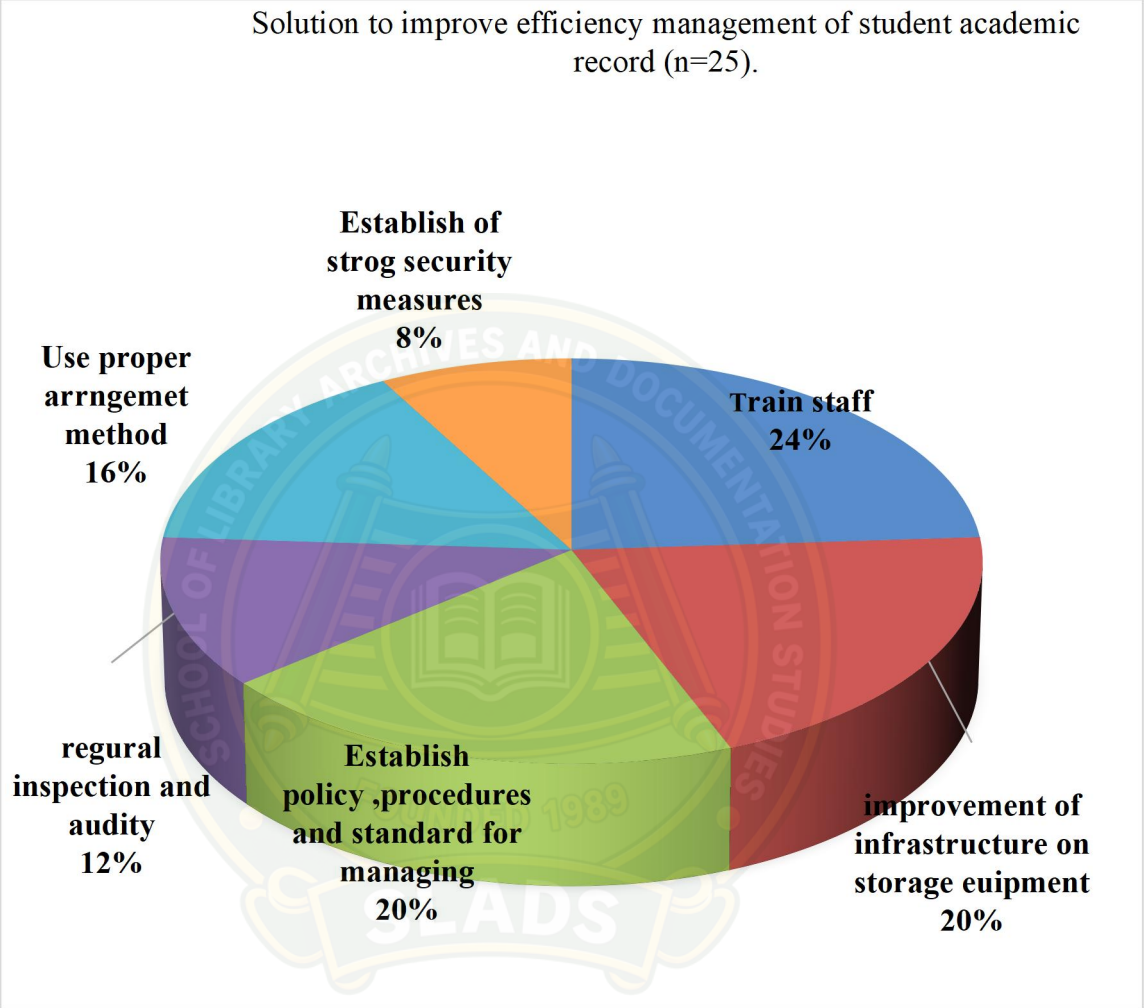
> *The presence of factor in managing of student record its indicator of academic student record it "still in low condition and it require high priority to improve it for ensure efficiency in managing of student record"this statement are said academic and supported by lecture which are said the" well-trained staff on managing of student academic record its need for reduce unnecessary cost and for increase efficient management of student academic record".*

4.7. Possible solution to improve efficiency management of student academic record.

The researcher explored the different solution for factors affecting the managing of student record at excellent college private sector. So, the respondent is asked to identify that different solution at excellent college private sector and answers given are presented in table below,

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Figure 11, Solution to improve efficiency management of student academic record (N=25).



Sources: Field data (2026)

The finding shows that 6 (24%) said train staff, 5 (20%) said need of improvement of infrastructure on storage equipment, 5 (20%) said establish of policy, guideline and standard for managing,4 (16%) said use properly arrangement method, 3 (12%) said regular inspection and audit and 2 (8%) said establish of strong security measures.

These show that in order to improve the management of student academic record and ensure efficient in managing the record of student academic record at excellent college are required to improve some of the issues that are addressed above on the table.

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Revealed that the use of student academic record by improve storage equipment are help excellent college to prolong the life span of academic student record, also train staff on the benefits of student academic record on handling help the organization to avoid the deterioration and tearing of origin of the document.

Mostlike, the requirement of establish the policy and guideline in managing the student academic record it essential for ensure that only necessary academic record it required to be stored and used to show who are required to access and review the academic record

> *Through data analysis it justifies that academic student records are essential for academic journal for ensure academic journal are operated well without cause loss, damage, leakage of student information and minimize of cost ,through the use of guideline and policy, trained staff for managing student academic record, implementation of security and maintain of regular inspection. So, it's necessary at excellent college to follow the legal and regulatory framework in managing the student academic well without cause any breaches of information.*

4.8. Conclusion.

In a nutshell, chapter four has presented the findings of the study basing on the objectives of the study basing on the research title and case study area explained above. The use the study comes to the conclusion that at excellent college health and allied science maintain both manual and electronic records. Maintaining accurate records is essential to managing operations and improving administrative effectiveness. These results highlight the necessity of strict oversight and adherence to record keeping best practices in order to enhance administrative Effectiveness and educational results. The results Highlight the fact that failure to maintain academic records in college can result in criticism and compromise the efficiency of college operations and finding show chapter five shall describe on the summary, conclusion recommendations to the study and area of further reading .

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CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS.

5.1. Introduction.

This chapter provided summary of the major finding, conclusion and recommendation of the study. The recommendation is based on the finding of the study given by the respondent through use of data collection instrument such as interview guide and questionnaire guide during the research study. The summary of the research finding provided based on the objective of the study.

5.2. Summary of the finding.

The study conducted at Excellent college health and allied science in KINONDONI MUNICIPAL COUNCIL and it focused on Assessment of factors affecting the efficient management of student academic records. This chapter provided summary of the research finding based on the objective of the study and are include,

To determine the equipment which are used to manage and store student academic record.

To determine the security measures for protect student academic record.

To elaborate the solution of inefficiency in management of student academic record.

First of all, During the period of study on data collection there are different types of academic student record created and generated at excellent college health and allied science. These academic record including transcript and certificate, financial record, sick and leave form, letter, accreditation, minutes of meeting, appraisal form, attendance register and examination record.

Secondly, Current academic student record is generated or created on major two format both paper format and electronic format (hybrid format are managed).

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Thirdly, the study revealed that the following are storage equipment found in excellent college health and allied science as storage equipment those including, software and hardware storage, metal cabinet, shelf and cupboard.

Besides that, from interview guide and questionnaire guide, it found out that at excellent college health and allied science, there are two major level of academic student access those are including public access and confidential access.

In addition to above, basing on the study finding, the respondent noted that workers who are allowed to access student academic record are including, principal, administration, accountant and academic.

Another point to note, according to finding of the study it found out that, there are exists different factor affecting the efficient management of student academic record, include lack of policy and guideline, limited record storage space, lack of trained staff in field of record management, inadequate of backup's, misplacement and misfiling and lack of disaster management plan.

Lastly, from interview that are conducted in excellent college health and allied science, the following are the solution which are suggested by respondent and these including, institution should provide train staff on student management, regular inspection and audit, up to date disaster preparedness and recovery programmer, strong security measures and desk clean policy and provided of support resources in manage student academic record.

5.3. Conclusion of the study.

There is a need for consistent training and retraining of managers of students' records in order to acquire the required competency on use of new media in record management. There should be Adequate provision of sufficient funding and adequate power or energy supply, Lastly, there Should be a drastic effort towards provision of new media devices and the overall information Infrastructure used in the management of students' academic record.

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The study revealed that efficient management of student academic record play important role in supporting legitimacy, accountability, integrity, authenticity, evidence and show transparency on managing of student academic record in education department.

The standard procedures for the efficient management of students' academic records run through process of generation, appraisal and retention, preservation, access and use. However, the need to proffer viable and sustainable measures to the challenges facing management of students academic records particularly in Excellent college health and allied science led to the gloomy discovery of poor application and in some of the institutions, lack of application of the new media in managing student's record.

It can be concluded that lack of policy and guideline significant cause of delay in managing student academic record which automatically led to poor decision making, lack of truth evidence on student progress and breaches of academic student record, therefore, there need of efficient management of academic student record in education department to ensure that academic record is well organized, accessible, stored and protect against loss and deterioration.

5.4. Recommendation to the study.

First, Train staff the employee at Excellent college health and allied science should be provided a training on how to handle, store, preservation and protect student academic record for ensure business transaction at Excellent college health and allied science.

Secondly, Record and archives management in education department should be considered as independent department for ensure well operation for student academic record for ensure that student academic record is managed according to their sensitivity.

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Thirdly, implementing a system for continuous monitoring and evaluation of records management practices is essential. This recommendation involves establishing periodic reviews to assess compliance with guidelines, identify improvement areas, and celebrate successes.

Besides that, therefore necessary for a comprehensive framework on the new media for excellent college health and allied science. There should be standard procedure propelled by the new media in line with best practices for the management of students' academic records in Excellent college health and allied science. The procedure should outline the types of students records to be generated as well as their formats and procedure of management for ensure efficient management of student academic record should be considered as critical thing that require special supervision and treatment for increase efficiency in academic student record.

Excellent college should prioritize investments in ICT infrastructure and digital tools that facilitate easier access to records by stakeholders. This step not only improves efficiency but also enhances transparency and responsiveness in educational administration.

Finally, the significant variation in records management practices across wards underscores the need for standardized guidelines and protocols. These guidelines should outline best practices for record creation, classification, storage, retention, and disposal, incorporating manual and electronic methods where applicable.

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APPENDIX I.

RESEARCH QUESTIONNAIRES FOR EFFICIENT MANAGEMENT OF STUDENT ACADEMIC RECORD.

Am Baraka Masami a student of school of Library Archives and Documentation Studies pursing an Ordinary Diploma in Record and Archives Management, as a party of study programmer. Am conducting a research proposal on Assessment of factor Affecting the Efficient Management of student academic record on private sector at Excellent college of health and allied sciences. Therefore, humbly request to responded honestly to these questionnaires guide which are help to collect data in your institution.

Thank you.

These questionnaires it requires respondent to choose appropriate letter from each number of questions provided and fill it a correct answer into blank box

1: What is your sex?

a) Male. ( ).
b) Female. ( ).

2: Age category?

a) 18-30 ( ).
b) 31-50 ( ).
c) 51-100 ( ).

3: Your education levels?

a) Certificate. ( ).
b) Diploma. ( ).
c) Degree. ( ).
d) Masters. ( ).
e) Bachelor. ( ).

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4: Who are allowed to access student academic record?

a) Student ( ).
b) Parent ( ).
c) Principal ( ).
d) All above correct. ( ).

5: How many levels of academic record access?

a) Two ( ).
b) Three ( ).
c) One ( ).
d) Four ( ).

6: In which format student academic record are found in your education instuitions?

a) Paper format ( ).
b) Both paper and electronic format ( ).
c) Electronic format ( ).

7: What are the security measures used to protect academic record in your higher education department?

a) Locked cabinet ( ).
b) Surveillance camera ( ).
c) Security guide ( ).
d) Access control ( ).

8: What is the major obstacle in managing student academic record in your higher education department?

a) Inadequate of equipment for storage ( ).
b) Inadequate of security measure ( ).
c) Lack of policy and guideline ( ).
d) All above ( ).

9: What is the common storage equipment used in storage of academic student record?

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a) Cabinet ( ).
b) Shelf ( ).
c) Cupboard ( ).
d) Mobile shelving ( ).
e) All above ( ).

10: What is biggest factor affecting the efficient management of student academic record?

a) Breaches of academic record ( ).
b) Misplacement of academic record ( ).
c) Lack of fund ( ).
d) Presences of security measures ( )

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APPENDIX II

INTERVIEW GUIDE FOR STUDENT ACADEMIC RECORD.

These are interview framework which are help to gather data from your institutions.

SECTION A: Background information.

1: What's your gender in these education department?

2: What the group age you having ?

3: What is your education level?

SECTION B: Common categories of record in student academic record within education department at excellent college of heath and allied sciences.

1: What are the categories of student academic record are generated?

2: How many levels of access of student academic record?

SECTION C: Record storage and security for academic student record.

1: What is the security measure used in protect of academic student record?

2: what is the equipment used to store academic student record?

SECTION D: Challenges and solution of factor affecting the efficient management of student academic record.

1: What is the common negative factor affecting the efficient management of student academic record?

2: What is the required solution of that challenge faces management of student academic record.

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APPENDIX III:

RESEARCH WORK PLAN SCHEDULE OR TIME PLAN DURING THE PROCESS OF PREPARE A RESEARCH REPORT.

ACTIVITIES	APRIL	MEI	JUNE	JULY	AUGUST
Data collection at excellent college health and allied science.					
Start to formulate data analysis and summary, conclusion and recommendation.					
Submit first draft of research report					
Submit finally draft of research report.					
Collect research report to research department.					

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APPENDIX IV.

A DETAIL RESEARCH BUDGET.

DETAILS	PRICE PER EACH ITEM	TSH.
Stationary	Ream paper1@12,000/=	12,000
	Printing questionnaires 3@500	1500
	Copying for questionnaire 60@200	1200
	Printing interview 5@500	2500
	Printing approval letter 1@300	300
	Ream paper for taking note on interview. 50@200	10000
Research proposal	Research proposal cost	15,600
Data collection	Transportation to data collection area 8×2@3000	48000
	Meals 1 plate @1500 ×8	12,000
	Water 8 bottom @1000	8000
Research report	Printing first draft page 47@100	4700.
	Printing second draft 48@100	4800.
	Binding research report cost1@50000	50000.
Total	TSH.	157,600 Tsh.

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APPENDIX V.

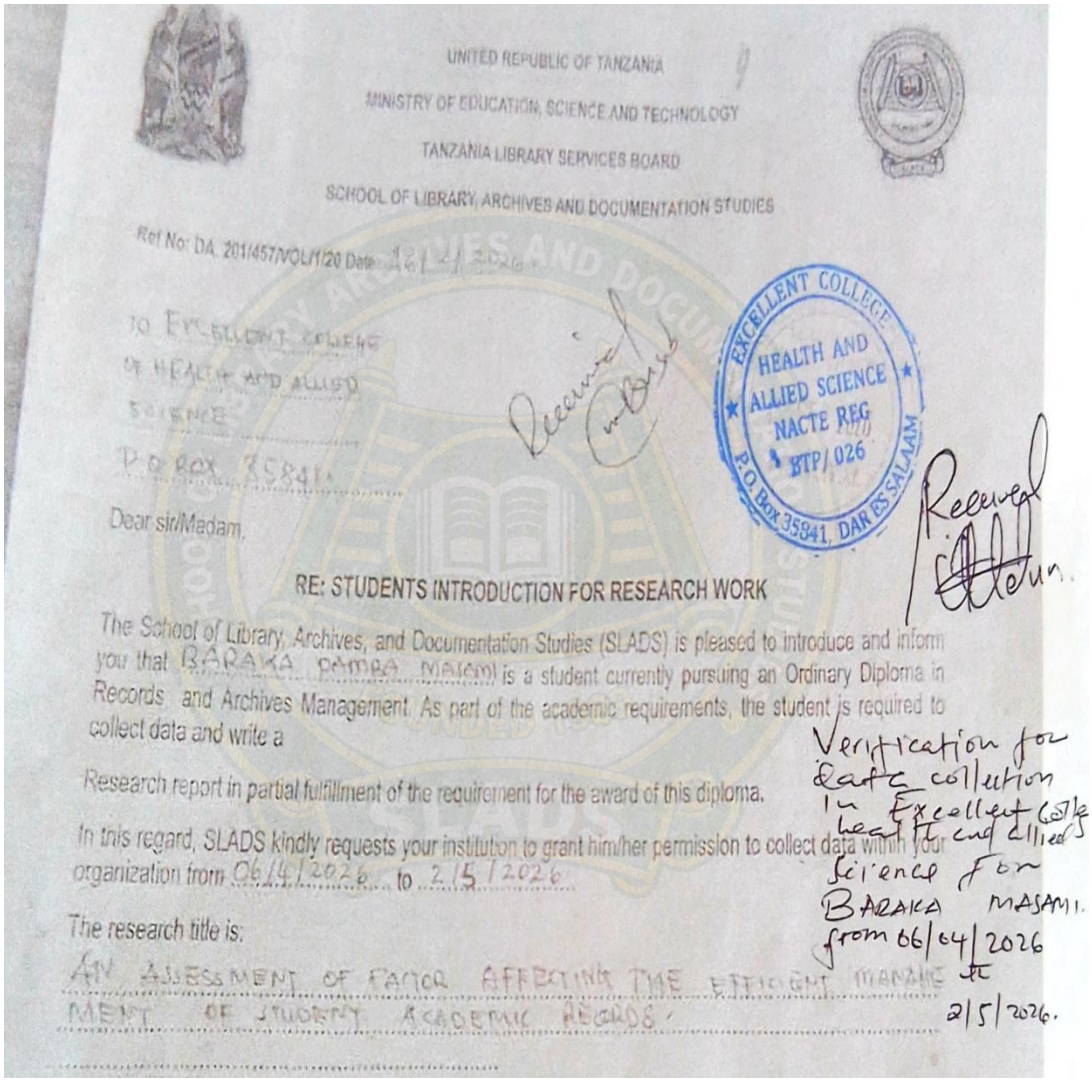
LITERATURE REVIEW GUIDE.

1. Theoretical framework .
2. Conceptual framework.
3. Categories of academic student record.
4. Record storage equipment for academic student record.
5. Security measures for academic student record.
6. Factor affecting efficiency management of academic student record.
7. Solution for negative factor affecting efficiency management of academic student record.
8. Research gap.
9. Conclusion.

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APPENDIX VI.

VERIFICATION FOR DATA COLLECTION AT EXCELLENT COLLEGE HEALTH AND ALLIED SCIENCIES.



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TO EXCELLENT COLLEGE OF HEALTH AND ALLIED SCIENCE

P.O BOX 35841

EXCELLENT COLLEGE HEALTH AND ALLIED SCIENCE NACTE REG # BTP/026 P.O Box 35841, DAR ES SALAAM

Received

Dear sir/Madam,

RE: STUDENTS INTRODUCTION FOR RESEARCH WORK

The School of Library, Archives, and Documentation Studies (SLADS) is pleased to introduce and inform you that BARAKA PAMBA MASAMI is a student currently pursuing an Ordinary Diploma in Records and Archives Management. As part of the academic requirements, the student is required to collect data and write a

Research report in partial fulfillment of the requirement for the award of this diploma.

In this regard, SLADS kindly requests your institution to grant him/her permission to collect data within your organization from 06/4/2026 to 2/5/2026

The research title is:

AN ASSESSMENT OF FACTOR AFFECTING THE EFFICIENT MANAGEMENT OF STUDENTS ACADEMIC RECORDS.

Verification for data collection in Excellent College health and allied science for BARAKA MASAMI. from 06/04/2026 to 2/5/2026.

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