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## **Trust in records and the view of records and archives as authoritative sources**

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### **Abstract**

Records is one of the primary source of information. Records are a basic tool of administration. They are the means by which many operational processes and functions are performed. They include all recorded information created or received by an organization in the course of performing its business. Information gathered from libraries show that the archives and records are the least regarded and consulted files and books in the library. The reason being that, such collections are regarded as old and out dated. They are kept in places that are visible to users and are not given much needed care. They are treated as waste and unnecessary information. Archive has serious consequences for administrative accountability, citizen rights, collective memory, and historical knowledge, all of which are shaped –tacitly, subtly, sometimes unconsciously, yet profoundly – by the naturalized, largely invisible, and rarely questioned power of archives.

**Keywords:** Archives, authoritative sources, trust, records, view

### **1. Introduction**

#### **1.1 Background study**

Records is one of the primary source of information. Records are a basic tool of administration. They are the means by which many operational processes and functions are performed. They include all recorded information created or received by an organization in the course of performing its business.

Historians since the mid-nineteenth century, in pursuing the new scientific history, needed an archive that was a neutral repositories of facts. Until very recently, archivists obliged by extolling their own professional myth of impartiality, neutrality, and objectivity.

Archives are non-current records that have been formally appraised, and found to have continuing or permanent values as evidence or for research purposes.

This study seeks to promote the essence of records and archives to be used as final source of information and data acquisition.

Archives and records are very crucial when it comes to finding the history of events or old information to accomplish salient duties. Unfortunately, they are mostly overlooked and bypassed and replaced by other easier ways of acquiring data or other sources of information.

#### **1.2 Statement of Problem**

Many at times records are neglected when authorities are in search of vital information for a particular purpose. This is because of the abundance of information online and offline. Also management prefer to create new information or record rather than refer from records or archives available.

The research also seeks ways of creating trust in records and archives, making them an authentic source of data and information for all kinds of activities.

#### **1.3 Objectives**

Preserved information is a source of history for countries, organizations, schools, businesses, libraries, etc. more often than not this information that are saved in the form of records and archives are almost ignored and overlooked for various reasons.

This study is meant to create innovative ways of making both archives and records achieve its needed trust and be seen as a consultative media which should have influence on decision making in the area where it resides. The power of records is to be noted when it is created, processed, stored and protected in its proper way.

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Saving money, or improving quality, productivity or responsiveness is also one of the aims of this search.

#### 1.4 Scope

This project is mainly for all institutions, the central government, hospitals, libraries, businesses and organizations, e-government that make use of records and archives. It also encompasses creating security software and hardware to protect both archives and records for it to achieve the needed authenticity.

#### 1.5 Limitations

The challenges I will encounter during the research are: The availability of funds for the research. It takes a considerable amount of time to conduct the research. It also takes time to analyze the data obtained and the trends of the data. Archivists must respond to the challenges of postmodernism and be prepared to respond to both continuity and change in society's concepts of, needs for, and uses of the past, memory, information, knowledge, for ultimately what is at stake is the relevance of archives in society, the power of the record, and the present strength and future vitality of the archival profession. If we focus only on the theoretical aspect of this research it is not going to be useful.

## 2. Literature Review

### 2.1 Introduction

The researcher went through a lot of literature on the trust of records and archive making them authoritative. The growing literature on social or collective memory suggests the need to look anew at the archive in the light of changes in the production and preservation of documents, in the abundance of documents, in the changing media of record, and in the nature of what is documented or who is doing the documenting, as well as the need to examine the impact of these changes, in turn, on records management and its practices and on archives and its practices.

### 2.2 Summary of Literature Review

In light of recent critical writing on "the archive" from outside the profession, archivists must give serious consideration to the rich and growing literature which explores the nature of history and evidence; of collective memory and identity formation; the relationship between representation and reality; the organizational cultures and personal needs that influence the creation and maintenance of records; the psychological need to collect and preserve archives; and the impact of our knowledge of the past on our perceptions of the present, and vice versa.

In the growing literature on history and memory, the power of archives in society is made explicit in Jacques Le Goff's discussion of the origins of central political consolidation in the ancient world under a monarch and establishment of the first archives to buttress his control.

## 3. Methodology

### 3.1 Research Design

For this experiment, a survey method was used in this research; data were gathered through literature reviews and interviews. Also different institutions that make use of records were contacted and interviewed to give information on how they manage their records and archives in order for them to be useful.

### Results from interview with libraries, organizations, institutions etc. that keep records and archives

Information gathered from libraries show that the archives and records are the least regarded and consulted files and books in the library. The reason being that, such collections are regarded as old and out dated. They are kept in places that are visible to users and are not given much needed care. They are treated as waste and unnecessary information.

On the other hand, the healthcare environment, records and archives those very crucial health workers still seek for new knowledge concerning patients in the light of information changing every six months and patients coming over to the hospital with new challenges. This makes health workers give much concern to the new knowledge available rather than consulting the records of the patient available.

The researcher found out that records and archives are favored and referred to depending on the industry where it is being used.

In the field of oil and gas for instance, records are very crucial to the source of hydro carbon location. Since information is very expensive to come by in this industry, any knowledge found is kept for future use. Since the history of any information found could lead to the success of finding any hydro carbon.

### Literature reviews showing other innovative ways of making archives and records authentic

It was suggested by library professionals that the best way to make records and archives useful is to iv such files a special place in the book shelves and given special care.

They are supposed to be treated with much respect that the books available for reference and borrowed purpose.

There should be digital version of records and archives as well to prove their backups and protect them from destruction. There should be a special department designated for records and archives and trained personnel in charge to take care of such place.

## 4. Conclusion and Recommendations

### 4.1 Results

Archive has serious consequences for administrative accountability, citizen rights, collective memory, and historical knowledge, all of which are shaped –tacitly, subtly, sometimes unconsciously, yet profoundly – by the naturalized, largely invisible, and rarely questioned power of archives.

The practice of proper records and archives management can go a very long way to make these file very valuable in decision making in various libraries, organization, business, governmental agencies, etc.

### 4.2 Recommendations

Archivist and record managers should be creative in coming out with a more innovative and electronic ways or storing data and information and easier retrieval methods to make it quicker for users who may want to use alternative means of data acquisition.

Archives and records should be attractively stored and closer to users for easy allocation.

There should be enough structures and policies to protect records and archives of a particular institute from unauthorized access and destruction cords use and maintenance encompasses, of course, the information which

might be said to begin its life upon being entered into a computerized system. It also encompasses applications of automation and reprography that are introduced retrospectively to records at a somewhat later point in their life cycle.

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