***DIGITALIZATION AND ARCHIVAL SYSTEM FOR BAZE UNIVERSITY***

***CHAPTER ONE***

**INTRODUCTION**

1. **Overview**

The Archival System is designed to streamline an organizations documents management processes. It enables the efficient storage, retrieval, and tracking of physical documents and files. The system is designed to improve document management, access control, and audibility. There is often a need for storing information securely online so that the information can be retrieved in the event that one or more source of the documents fails. In some cases, this would allow information to be retrieved in case a catastrophic event. Failures can be result of malicious (e.g., someone breaking into a machine, files been corrupted by virus, worms or malicious codes) or non-malicious (e.g., a machine crashes, fire incident, natural disasters) In today’s society it is very common for users to use many different Internet services. These services almost exclusively use password-authentication. To fulfill satisfactory security level the user needs to use different credentials to authenticate to each of these services. Additionally, the credentials must be complex enough to prevent most of the common techniques used to compromise user data and login information. Studies show however that the average users password practices are lacking in either reuse of the same credentials, password aren’t complex enough or both. There are also cases where satisfactory passwords are being used but due to inability/unwillingness to memorize the password it is written down, negating the security of a complex password.

**1.2 BACKGROUND AND MOTIVATION**

The motivation behind digitalization and archival system initiatives at Baze University likely encompasses a combination of operational efficiency, cost-effectiveness, and compliance with regulatory standards, technological advancement, and the enhancement of academic and administrative functions. In light of these factors, the project aim to develop a digitization and archival system that harnesses the potential of barcode scanning technology to address challenges faced by archival institutions.

**1.3 PROBLEM STATEMENT**

Despite the growing digitalization trend in archival management, many archival institutions still struggle with manual processes for organizing, accessing, and preserving their collections. Traditional methods often result in inefficiencies, including time-consuming data-entry, difficulty in locating specific items within the archives. Furthermore, the lack of integration with modern technologies such as barcode scanning hampers the ability to streamline workflows and improve user access.

There is need for the development of a comprehensive digitalization and archival system that leverages barcode scanning technology to address these challenges. This system should be enable efficient digitization of archival materials, seamless integration of barcode scanning for data input and retrieval, and user–friendly interfaces for archival staff and researchers.

**1.4 PROPOSED SYSTEM**

The proposed system aims to revolutionize archival management practices by leveraging barcode scanning technology, digitalization techniques, and user-centered principles.

**1.5 AIMS AND OBJECTIVES**

The Aim is to develop a comprehensive digitalization and archival system utilizing barcode scanning technology.

Objectives:

**1.6 SIGNIFICANCE OF THE PROJECT**

Efficiency improvement by implementing barcode scanning technology and digitalization processes, the project can significantly improve the efficiency of archival management. This includes faster data-entry, streamlined workflows, and quicker retrieval of archival materials, leading to time and cost savings.

**1.7 PROJEC RISK ASSESSMENT**

**1.8 SCOPE/ORGANIZATION OF THE PROJECT**

The work is divided into five (5) chapters. Chapter one introduces this work, its objectives and the methods to follow to achieve those objectives. Chapter two consist of literature review on expert system, it talks about related work. Chapter three describes the main functionality of the system and design of the major components of the system. Chapter four describes the implementation of the system. Chapter five consists of conclusion and provides some essential recommendation.