In this digital age where information is paramount especially for the efficiency and the efficacy when recording and retrieving information. One of the most important resources for any kind of organisation is its records. It help in decision-making, show adherence, and record the   
history of the company, and maybe most significantly, allow us to carry out our duties. Records are vital to the management and operation of government especially the Bureau of fire protection. Proper records management is essential for ensuring smooth operations, especially in government agencies where documentation is a important component of service delivery.