**CHAPTER II**

**REVIEW OF RELATED LITERATURE**

**2.1 Related Literature**

The Program Chair of Bachelor of Science in Computer Science is in charge of keeping or storing records of the basic information of the students, the previous researches, the awards of the students within its jurisdiction. These information of the students are important to the future references. The information generated by the system such as name, address, contacts, vaccination status, the past researches, awards, competition and conferences are the information needed to develop the Archiving System.

Data archiving is the process of moving data that is no longer actively used to a separate storage device for long-term retention. Archive data consist of older data that remain important to the organization or must be retained for future or regulatory compliance reasons. Data archives are indexed and have search capabilities, so files can be located and retrieved. (Yu, 2018)

<https://searchdatabackup.techtarget.com/definition/data-archiving>

Data archiving is a practice of an individual, identifying the data that is no longer active and moving it out of production systems into long-term storage systems. Archival data is stored that any time it can be brought back when needed.

<https://www.druva.com/glossary/what-is-data-archiving-definition-and-related-faqs/>

Yu, 2018 stated archive storage also reduces the volume of data that must be backed up. Removing infrequently accessed data from the backup data set improves backup and restore performance. Data deduplication is performed on data being moved to a lower storage tier, which reduces the overall storage footprint and lowers secondary storage costs.

The traditional method of data storage has shown impact in managing documents from security, retrieval, and monitoring. The typhoon Haiyan brought dilemma in the University’s Office of the Registrar, the archive/ storage area of the Registrar was heavily affected were most of the documents scattered and deteriorated. The researcher come up with the solution of developing the electronic Document Archive and Management System (EDAMS). (Caluza, 2017)

Modern organizations need to operate large volumes of data, and in some cases, this information needs to be preserved for future access and use. Digital archiving allows for keeping electronic data in a specific storage space for a long time in order to avoid situations when large database sizes prevent the speedy work of organisations’ data management systems. (Alokluk, 2019)

Educational institutions face the challenge of coping with large volume of information in printed or paper based and electronic data. Traditional archives adopted for depositing printed documents have been replaced recently with digital archival and data management systems to organize and store all the possible information collected and used in universities and colleges. In educational institutions, the use of information management systems is developed in the need to design, collect, store and expand data handled by organization for their daily activities. (Maican & Lixandroiu 2016) Program Chair collect and preserve documents and records related to research of the students.

The purpose of digital archiving and electronic data management is to improve administrator’s academics, and researches’ daily activities to contribute to the achievement of their specific goals. Higher educational institutions depend on the effective document management and archiving because they regularly utilise course and teaching materials, publications, theses and dissertations, manuscripts, students’ application forms, records, submissions, reports, regulations, and policies, as well as administrative files, video and audio files (Maican &Lixandroiu 2016; Van Loon et al. 2017)

Records management seek to efficiently and systematically control the lifecycle of records that are routinely generated as a result of activities and transaction. Records are a vital asset in ensuring that the institution is governed effectively and efficiently, and is accountable to its staff, students and the community that is serves. Records support decision –making, organize documents, provide evidence of policies, decisions, transactions and activities, and support the university in cases of litigation. (Cabalinan, 2016)

Cabalinan, E. J. C. (2016). Records management and archival practices at Central Philippine University: A basis for a proposal for an archival program to establish the University Archives (Unpublished Master's special paper). Central Philippine University, Jaro, Iloilo City.

Electronic documents system like any manual system that save documents in terms of use of the public structure of the means of saving documents, which includes Cabinet, Drawer, and Folder, which files are saved in them, and Files, and finally Documents that is the work of scanning them using a Scanner. In addition to automating procedures to save time and effort secrecy and ensure when dealing, which determine the paths by which the completion of the procedures within each department and division in the organization through the so-called electronic document system, which manage data and documents within the organization since its inception or received until completed thus avoiding many of the problems of manual Archiving. (Kassab M.K. et al. 2017)

**Synthesis**

College Program Chair is the one who interact with the student before it was proceed to the higher up. They are the one who collects the important data and information. And as a Program Chair, they have a lot of things to do. So to lessen their work, they ask the president and vice president to do some of the simple task. Recording of the important documents of the students is important to be done systematically for better and efficiency service. The studies above show the things that institution do to store the data of the student for the future use. It shows the problems in storing and retrieving data especially to those in the coastal areas. They experience massive destruction when the typhoon come to that area.

Archive System will be a means to help the authorities to store and retrieve the data. It will be helpful especially to hazardous areas to manage all the data that acquired by the authorities. Archive System can be efficient to the authorities to use the past data and information about the students. The System will be helpful for the Program Chair and the students for the checking and updating the information.