**Chapter 1**

**THE PROBLEM**

This chapter presents the introduction, objectives of the study, scope and limitation and significance of the study.

**Introduction**

One of the existing problems in realities that people encounter is the responsibilities of keeping records. It takes more effort and physical space to keep track of paper documents, to find information, and to keep details secure. It's not only about security but also about transporting or carrying out documents at different places. Physically carry the documents and handling them is a task. When mistakes are made corrections are needed.

In the early history of records management, there were simply no set rules or regulations governing records retention. Businesses and governments held onto documents according to their own individual needs. Practical considerations like finance, space and resources played a huge role in determining how records were kept – and for how long. As soon as records were no longer necessary, or if storage costs became too costly or inconvenient, they were tossed. There were no formal processes or legal guidelines for their destruction. Records were disposed of in much the same way they were stored; in whatever fashion best served the business or government in question, the introduction of computers into the business world in the 1970s changed records management significantly. Word processing software produced volumes of documents at a rapid rate. An increasing rate of document production and the development of document retention laws stimulated the need for even more sophisticated levels of records management. New laws soon came into effect to provide some guidelines, specifically to ensure that businesses retain records for certain time periods. Around this time, records management firms began to digitize files and store them electronically.

According to the article of “tecnopedia” Record Management System (RMS) is defined as the management of records for an organization throughout the records-life cycle. Based on the article of “GLOBODOX” (n.d) that every business needs a management process that will protect all the information and data ensuring that all the recorded files of the business organizations will be protected and can be accessed by the authorized users. It also stated in the article that to make the RMS more effective it needs to have a proper retention and disposition. It secures that all the record are present when it's needed in litigation, audits, day to day business purposes, and historical research. Another sign that an organization has an effective RMP is that it stores and maintain the record securely and efficiently. It is important for an organization to create, retain and preserve the records so it can be used, and also its better if a RMP has a manual or automated program that has the ability to locate and retrieve records. They also added that management and control are crucial in RMS for it is done by automated classification and scheduling of records based on a pre-existing plan and standardized structures; Auto-Numbering, Type-based Metadata, Lifecycle Management, configuration of the system with pre-defined reports to search and screen records — allowing for the easy identification and resolution of exceptions; and a simple to use search across full-text content, file plan structures, records management categories and record types.

In this context, Management Information System (MIS) can be implemented to the Office of the Student Affairs and Services to help manage their files store, secure and can also be used for sharing. Management Information System is an information system used for decision-making, coordination, control, analysis, and visualization of information in an organization. The study of the management information systems involves people, processes and technology in an organizational context.

**Objectives of the Study:**

The main purpose of this study is to automate the manual procedures of records of events in BUPC. This system is said to be an automatic system. Students can access this system by viewing the event of organizations. Admins are the one who will update about the system and input the details for their current activities.

The objective of this project aims to:

1. Identify the problems and concerns related to recording management system;
2. Create and design a web-based application of achievements and event plan records.
3. Evaluate the proposed system in terms of functionality and usability.

**Scope**

The proposed project is intended to create a web-based system that will be designed as a record management system for the college student council of BUPC that will provide a user-friendly interface and can be used at ease. The proposed project is intended to manage specific information of the organization such as events details, achievement of the student. All the students of the BUPC can access the website with limited features. It allows the student to make a printable output of the record. It comes with a simple interface and its feature will have a backup and restore for security purposes and able to include, erasing, searching, and updating records of the student.

**Limitation**

This study is limited to the other campuses of Bicol University and is designed to be accessed only by the College Student Council (CSC) of BUPC. The proposed project gives limitations to unauthorized users. Only the admin can access the system. The system cannot be used if the internet connection is not available, and the developed web system can only be accessed in using chrome or any available browser in your mobile phone or desktop.

**Significance of the Study**

The study will create a record management system that will help the college student council of BUPC to improve the way they manage all the information they receive. The result of this study will be beneficial to:

**COLLEGE STUDENT COUNCIL**

The study will provide a web-based system with a user-friendly interface. The beneficiary will input the data that will make the work effortless.

**BICOL UNIVERSITY POLANGUI CAMPUS**

The study will give an impact in terms of improvement to the BUPC`s system and record management.

**BUPC STUDENTS**

This study will provide a system for the students that will update them if there are current activities.

**FACULTY**

This study will allow the authorized personnel to access the system and enables them to add, delete and update the gathered information.

**RESEARCHERS**

This study will enhance the knowledge and skills of the researchers to achieve their goals in the future.

**FUTURE RESEARCHERS**

This study will give ideas and information about managing records that can be used by the future researcher.

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