



Preservation and Conservation of Records in the Emirate Councils of North-East Nigeria

By

Misau, Ali Yakubu

Dept. of Library & Information Science,
Bauchi State University, Gadau.

alimisauyaks2011@yahoo.com

Abstract

This study was designed to identify the preservation methods employed by the emirate councils of the North-East in maintaining their valuable records. Five specific objectives and five corresponding research questions guided the study. Among the objectives are to identify the types of records created; find-out the method used in organizing the records; and to identify the preservation method employed, and the challenges associated with the preservation of records in the emirate councils studied, and suggest measures for overcoming them. The design of the study was descriptive survey, and the area of the study is North-East Nigeria comprising six states. The population of the study consists of emirate administrators (308) and the key traditional title holders (440). They are 748 in number. The entire population was used for the study. The instrument used for data collection is a questionnaire, where two sets of questionnaires were used on the respondent groups (the emirate administrators and the traditional title holders). A structured questionnaire was used. The instrument was face validated by three experts. The data collected using questionnaire was analyzed using mean and standard deviations. The users of the records were mainly staff of the emirate councils. Different measures were adopted in preserving and conserving the records such as fumigation of records, use of anti-rodents and pesticides, provision of adequate storage facilities, regular surveillance by staff, provision of security guards, and provision of adequate space. The study also revealed a number of challenges associated with the preservation of records, such as staff lacking knowledge of preserving the records; ignorance of the importance of records generated; lack of adequate space, and storage facilities; and inadequate government support especially on funding. Based on the findings, it was recommended that the State and Local Governments should help in having a standard building to serve as record office; increase the budgetary grants of the Emirate Councils to enable them buy storage and infrastructural facilities, and to send their staff on training and re-training; and to sensitize staff on the importance of records emirate records.

Keyword: Records, organization, preservation and conservation of records, and Emirate Councils of the North East Nigeria

Introduction

Records are created through variety of governmental and organizational activities, so also in the course of doing business, and are transmitted in a variety of ways which may be handwritten, typewritten, audio/video recordings and even in computer generated through e-mail and databases. Record can be seen as a piece of evidence about the past, especially a written or other permanent account, in form of paper, map or any media, regardless of its format, which has been created by an organization or individual in the course of transacting their businesses (Bizi, 2012, p. 19).

Records range in format as memoranda, letters, legal entreaties, transliteration of traditional oral sources of information/oral literature, accords among communities etc (Lawal, 2002). Records are created and used in government offices on a daily basis to documents actions, confirm decisions, identify rights and responsibilities, and communicate information. Without reliable records; government cannot administer justice and cannot manage the resources or its revenues well. Infact, it cannot deliver services such as education, health care, electricity, water and road networks judiciously. Also, without accurate and reliable records, and effective methods of managing them, government cannot be held accountable for its decisions and actions; the rights and obligation of citizens and corporate bodies cannot be upheld (Idris, 2012).

The significance of records had been summed up by Parer (2000) who stated that, “no government can operate without records, because they document its actions. Additionally, government and civil servants must account for their actions to the citizens. It would be impossible to be accountable without records. Records help government protect the rights of its citizens, the environment, land rights and territorial integrity. Past records must be used to plan for the future of the nation and serve as part of its heritage. Governments therefore, should protect their records more rigorously than private organizations or business entities” (p.14).

Because of their importance, records were created on different physical forms right from the ancient period through medieval and renaissance to date. The level of civilization and technological advancement varied from one historical period to another. For instance, during the ancient periods’ records were created on clay tablets, tortoise shell etc, in the medieval period some of their activities were recorded on papyrus scroll, parchment and animal skin etc. This period of information age is characterized by high level technological development whereby

records are not only generated on print sources but, also electronically. Idris (2012) further said this could be attributed to a number of factors such as ‘high level of literacy and technological development, Research and Development etc.

The emirate councils in the North-East play administrative, judicial and advisory roles to government on traditional affairs, the Emirs and Chiefs perform these functions through effective use of records i.e (both active, semi active and inactive records). Organization and preservation of records in government agencies helps in ease of accessibility to such records hence, literature reveals that records management is the spinal cord of any organization, without it, the management is handicap in achieving the corporate objectives of the organization. Hence the preservation of such valuable records is vital to the development of any organization.

Preservation of records involves coordinating human and material resources toward ensuring the proper preservation of recorded information. Therefore, record managers are expected to self-guard the physical and intellectual integrity of record against enemies and other condition that might be detrimental to them, because of their sensitivity, and some may be rare, while some are in a single copy e.t.c. The implication of their lost or mismanagement can be very costly in terms of administration, legal and financial considerations.

Statement of the Problem

Records are used in the day-to-day conduct of emirate affairs, as mechanism for social control, decision making on social needs such as security, welfare, identity, conflict prevention and resolution and so on. It is a fact that emirate council’s records are significant tools for effective and efficient governance of societies and communities.

The importance of effective records in the administration of Emirate Councils include, knowing what record is available for retention based on their usefulness, and ease location. Additionally, it increases efficiency and effectiveness in the day-to-day administration of the councils; it saves cost in both time and storage; support decision making; it enhances accountability and transparency in service provision; it helps to achieve council’s objectives and targets; provides continuity in the event of a disaster; maintains security of valuable and confidential records; tackles the challenges of information explosion and ensures proper disposition of records. Improper preservation of records can lead to difficulty in their access and retrieval of them for use in decision

making and other purposes can become difficult and stressful, thus, resulting in loss of valuable records, difficulty in its maintenance, and thereby rendering the records inaccessible for use.

Furthermore, there is general dearth of empirical research on the area, as most of the studies concentrated on different areas and places, and none covered the aspect of record preservation and conservation in the emirate councils of the North-East-Nigeria. This knowledge gap coupled with the above-mentioned expected problems, call for the need to fill the gap using the present study. Besides, the reservations pointed by this and similar submissions regarding the preservation of records in different organizations including emirate councils, suggests a problem worthy of investigation. It is for this reason that the problem of this study posed a question as to how the emirate records are preserved and conserved in the Emirate Councils of North-East Nigeria. This is indeed the problem worthy of empirical study.

Purposes of the Study

The general purpose of this study is to examine the preservation and conservation of records in the Emirate Councils of North-East- Nigeria. The specific objectives are to:

1. Identify the types of records created by the Emirate Councils of North-East Nigeria;
2. find out the method used in organizing records created by the North-East emirate Councils for easy retrieval;
3. examine the methods employed by the Emirate Council administrators of North-East in preserving and conserving their records;
4. identify the challenges associated with the preservation and conservation of records in the North-East Emirate Councils; and
5. propose strategies for enhancing the preservation and conservation of records generated and received by the Emirate Councils in the North-East Nigeria.

Research Questions

The following research questions guided the study:

1. What types of records are created by the emirate Councils of the North-East Nigeria?
2. What are the methods used in organizing records created by the emirate councils of North-East for easy retrieval?
3. What are the methods employed by the emirate council administrators of North- East in preserving and conserving their records?

4. What are the challenges associated with the preservation and conservation of records in the North-East Emirate Councils?
5. What are the strategies for enhancing the preservation and conservation of records generated and received by the Emirate Councils of the North-East Nigeria?

Literature Review

This segment of the review will attempt to discuss the concept of preservation and its significance in records management; disaster management and control; techniques and procedures for preservation; and challenges to preservation of records in the following discourse.

Auyo (2014) stressed that, “libraries and archives share some characteristics (and history) in common including techniques of preservation” (p. 137). This entails review of literature on preservation of library and information resources to be equally apt for the preservation of records and information resources. Osayuwa- odigie and Eneh (2011) agreed that “preservation generally refers to everything which contributes to the physical well- being and maintenance of collections, which include protection, maintenance and restoration” (p. 3). They also went ahead to bring a distinction between “preservation” and conservation” in library and related operations (which most authorities treat as one) when they posited that “preservation refers to all activities that serve to prolong the life of materials in a library’s collection, while conservation refers to those (sic) activities that involve physical treatment of individual item by conservator or conservation technician” (p.2).

Infact with good conservation and preservation of records, the life span of information resources can be extended. As such, Archivist has to preserve his records and make them available for use. Also commenting on archives preservation Parer (2000) in a report of a RAMP study of 1985, said,” the first responsibility of the National Archives, and indeed of an archival institution, is the safe custody conditions of all archives” (p. 42). Furthermore, Ngulube and Tafor (2006) were of the view that “preservation is critical to the future of archives and key to the Archivist’s ability to facilitate long term continuing access” (p. 68). From the preceding reviews, it is evident that preservation of records entails the development and use of techniques and procedures in order to attain the effective preservation of records.

Preservation of records involves some techniques and procedures which are part of measures of controlling the records. This involves proper monitoring and evaluating systems in order to achieve the desired goals. Preservation has to be planned, which will provide the services

and functions for monitoring the archival environment and providing accommodation to ensure that the information stored remains accessible to the designated user community. Furthermore preservation planning function should include evaluating the contents of archives and periodically recommending archival information updates to the current archival holdings; developing recommendations for archival standards and policies; and monitoring changes in the technology environment in line with the designated community's services requirements and knowledge base (Maidabino and Auyo, 2010, p.85-86) .

It is important to note that preservation is as old as record creation in logical and empirical practical terms. In this vein Habib (2008) submitted that “during the early days records have been preserved and conserved in one form or another as essential management techniques such forms were locked rooms, sacks, boxes, crates, or shrines and in treasury” (p. 23). Daramola (1990) reported that “ as far back as the 5th and 4th centuries B.C. the Athenians kept valuable records in the Temple of the Mother of the Gods: which was one of their most sacred public institutions” (p.15).

Besides, Auyo (2014) stressed that “ideally records preservation programmes in archival institutions should be based on a framework which will incorporate aspects of the law or legislation, infrastructure and other facilities, manpower, (Local, regional, national or even organization based) and resource provision” (p. 141). In terms of specific measures of preservation, there should be good storage system, adequate repair facilities and well plan preservation programmes all are important in protecting records from “enemies” such as man, insects, rodents, fungus, vermin acidity, dampness, atmospheric pollutants, light, heat, war and others. In the same regard Ngalube and Tafor (2006) mentioned “common activities” that facilitate the maintenance of documentary materials in a usable state to include” environmental control and monitoring; regulations for the handling and use of materials; reformatting, disaster preparedness; preservation planning and policies; security; adequate storage of archives and records and conducting preservation surveys” (p. 68). More so, Gama (2004) highlighted measures to be taken into consideration to preserved records thus; provision of appropriate storage facilities for the records; provision of conducive atmosphere especially where such records are kept; fumigation in order to kill insects and rats; education and enlightenment of those handling the records; provision of fire extinguishers in case of fire outbreak; and restoration of damage records by way of binding e.t.c. (p. 40). Infact, enough space is very important while preserving records as such; space is

needed for work rooms, administrative and operational functions, and ample space for record maintenance, search rooms and stacks for storing the records and so on.

Another important theme that attracted the attention of analyst on records preservation and conservation is the issue of disaster management and control from which one derived related concepts such as “disaster preparedness”, disaster planning”, “emergency response and recovery”, emergency procedures”, “security plan and management”, “risk assessment” and “risk analysis” (Auyo 2014, p.142).

Ngulube (2005) listed “disaster” as they relate to records preservations and conservation to include floods, hurricanes, earth quakes, forest fires, tomadoes, volcanic eruptions, bomb threats, acts of war and terrorism (catastrophic); and less catastrophic risks and hazards to documentary materials such as insects and rodents, mould and humidity, power outages, leaking roofs and pipes, sprinkler discharges, fuel or water supply failures, chemical spills and arson (p. 142). Furthermore, Chachage and Ngulube (2000) added that disaster planning is generally considered as an essential parts of records management programme. According to them, disaster planning ensures that institutions are prepared to respond quickly to emergencies. They posited that disaster mitigation or ability to identify risks and prevent some emergencies from happening should always play a key role in an institution’s emergency preparedness and planning efforts. In addition, they opined that risk assessment and risk analysis should form the foundation of disaster plans of organizations, since the two procedures would help them identify, analyzed and evaluated risks that are likely to affect them and the adequacy of the available controls to deal with probable disaster (p. :13-14).

Moreso, Ngulube (2005) was of the view that the” custodial roles of Archivist may be inhibited if the archives are loss as a result of disaster or breach of security. Security and disaster management in their view is the key to the protection of archival materials from human and natural disasters” (p.15). He again made a remarkable case for disaster and security management in reaction to the custody of records and archives thus, ‘archives and records document the history of nations and institutions. They help to foster identity and establish the rights of individual. The loss of records and archives through disasters could leave organizations and nations without identity, history or proof of rights. Disaster preparedness and security of records and archives... facilitate efficient and quick response to an emergency, and security protects items against theft or destruction. In this

regard, disaster preparedness and security are fundamental to ensuring access to and preservation of documentary materials into the future' (p.15).

The study carried out by Ngulube and Tafor in (2006) on the 'management of public records and archives in countries of east and southern Africa' cited in Auyo (2014) investigated the preservation of public archives in those countries using data collection instrument containing eight items reflecting major activities in preservation thus, environmental control and monitoring; regulations for the handling and use of records; reformatting; disaster preparedness; preservation planning and policies; security; storage; and preservation surveys (p. 144)

Similarly, Ngulube's study in 2005 on disaster and security management in public archival institutions of the same region found that "far too many" archival institutions there have neither a disaster preparedness nor security plan in place. He equally reported that many Archivists in the region recognize the need to protect their holdings, but fail to develop disaster preparedness and security plans due to a number of factors including inadequate funding and staffing, and storage supplies (p.15). The study also found that the dearth of disaster plans was complicated by the fact that: there are limited training about disaster preparedness; insufficient resources for the preservation of documentary heritage, and many building housings records do not have adequate space for the collections nor facilities to protect files against environmental actors. Other findings include the fact that even institutions with disaster plans were rarely reviewed, up dated or tested. In the same vein, the report indicated that staff of the archival institutions were not adequately trained in emergency procedures, there were no formal standards for preparing and educating personnel to work as emergency planners and managers, in some instances there were no disaster planning teams in place, where disaster plans exist, they rarely cover all aspects of disasters that organizations are likely to face (p.16).

Besides, Chachage and Ngulube (2009) carried out a study on the management of business records in nine exporting companies in Iringa region of Tanzania, which among others, investigated the state of disaster management and control in those companies. The study revealed that, 'despite the fact that a disaster preparedness plan allows an organization to plan and make decisions about emergency response and recovery, most companies studied did not make it part of their records management strategy; only one company had a disaster management plan, only two had fire extinguishers in the record storage areas, one had a sprinkler while none had fire detectors,

only one had very clear visible emergency telephone numbers for the police and internal fire section' (p.19).

Habib (2008) conducted a study on the "Management of Public Archives in Nigeria" and had made a substantial review of literature on problems affecting management of records in Nigeria, particularly on the preservation of records. The review brought out some facts about the situation which include; official misconceptions and indifference to the management of records; characterized by bright sunshine, appreciable rainfall, high humidity and temperature; where living organisms tend to grow very fast and decay even faster; entails eternal war against forces of destruction; inadequate training for Archivists and Records Manager; lack of comprehensive policy and holistic approach to the management of records throughout their life cycle; low perception of the Nigerian Archivist of himself and his profession; and Lack of adequate accommodation, preservation and conservation techniques (p. 16).

Another important factor in the preservation of records which the literature has dwelt on is a vital records management. Accordingly, vital records are termed irreplaceable and should be locked in safeguarded safes, vaults or safe cabinets. Furthermore, records should be classified and tag "vital or "important and useful", for the purpose of taking adequate and special measures for their preservation.

In addition, some techniques such as the development of policy on conservation and preservation of records and record awareness education through non-formal means such as workshops, seminars, conference, could be helpful in educating users to be records friendly. The training will involve all categories of staff from messengers to the chief executive in order to sanitize them to develop interest in good record handling, and implications of records misuse, and the provision of record friendly environment. The ideal environment for proper storage of record is 15⁰c to 20⁰c and 15% relative humidity. The environment in which records are stored is critical to their preservation. Temperature, relative humidity, lighting and their purity and circulation are principal determinant. The choice of equipment on which to store records provides the record managers with a good opportunity to reduce further deterioration. Regardless of how good is the storage environment, badly shelved and housed records can deteriorate if allowed to continue unchecked (Abioye and Papoola, 1998, p.99).

Disposal of Records: Ideally records that have exhausted their usefulness are supposed to be disposed of in order to allow space for incoming records and those that are in current, semi- current

and archival stages. Therefore, in order to effectively dispose records, Managers of records cannot do it alone, they must involve all stakeholders in the record creation and its use including the creating agency, representative of the management, legal counsel and other interested parties (Misau, 2007, p.67).

Again depending on the organization policy the following general criteria can be followed before deciding to dispose of records as put forward by Gama (2004), records that have damage severely that important information they contained disappear as a result of fire, flood, disaster e.t.c.; records that contain incorrect information should be disposed of; also those that contain information that have been superseded by more accurate or update one should also be disposed of; and records that are regarded as too controversial and sensitive to the development of the organization should at least be kept aside if not disposed of (p. 39).

Methodology

This paper adopted survey research design, which is the most appropriate and convenient in undertaken a study of this nature. The researcher employed the cross-sectional survey method.

The study population consists of key traditional title holders, and Emirate Administrators of the Emirate Councils of North-Eastern States of Nigeria. They are seven hundred and forty-eight (748) in number. The first group, that is, the key traditional title holders numbering four hundred and forty (440) while the second groups of the population consist of the administrative staff of the emirate councils, they are three hundred and eight (308). In the whole North-East there are 44 emirate councils and the population was so selected based on their positions in the emirate councils.

With regards to sample size, the entire populations of 748 respondents from the North-East Emirate Councils were used for this study in order to ensure a reliable assessment of the preservation and conservation of records in the emirate councils of the six states of the North-east i.e. Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe States. The study employed the use of questionnaire as instrument for data collection. Two sets of questionnaires were designed to elicit responses from the two respondent groups. First questionnaire was developed by the researcher which was administered on the Emirate Administrators, while the second questionnaire was developed and administered on the key traditional title holders. Data for this study were collected by the researcher with the help of twelve (12) research assistants that is, two from each state of the North-

east. This was done to ensure high rate of returns. These research assistants were instructed or briefed on the modalities of administering and retrieval of the copies of the questionnaire.

Findings and Analysis of the Study

The findings of this paper are presented and analyzed according to the research questions raised in the study.

Types of records created by the emirate Councils of North-East Nigeria

Table 1: Mean Responses of Respondents on the Types of Records Created by the Emirate Councils of North – East - Nigeria

SN		Status of Respondents				overall		R	D
		Traditional Title Holder		Administrative Officer					
		$\bar{x}1$	SD	$\bar{x}2$	SD	\bar{x}	SD		
1.	Reports	3.28	.87	3.20	.94	3.25	.89	1 st	A
2.	Letters	3.09	.88	3.11	.87	3.10	.88	2 nd	A
3	Forms	3.14	.83	3.04	.92	3.10	.87	2nd	A
4.	Correspondence / Policy Files	3.01	.92	3.03	.89	3.02	.91	4 th	A
5.	Memos	2.93	.87	2.88	.88	2.91	.87	5 th	A
6	Stool history	2.86	.98	2.94	.92	2.89	.96	6 th	A
7.	Minutes of meetings	2.79	.92	2.81	.91	2.80	.91	7 th	A
8	Petition	2.66	1.12	2.70	1.16	2.68	1.13	8 th	A
9.	Receipts	2.72	.95	2.57	.94	2.66	.95	9 th	A
10	Judgment books	2.58	1.06	2.50	1.06	2.55	1.06	10 th	A
11	Personnel Files	2.54	.97	2.55	1.00	2.55	.98	10 th	A
12	Maps	2.20	1.03	2.26	1.00	2.22	1.01	12 th	D
13	Finance papers	1.85	1.01	2.64	1.01	2.17	1.08	13 th	D
14.	Casebooks	1.87	.97	2.00	1.09	1.92	1.02	14 th	D
	Cluster	2.68	.55	2.73	.71	2.70	.67		A

key: A= Agree ; D = Disagree R= Rank; SD=standard deviation , $\bar{x}1$ = Mean for Traditional Title Holder; $\bar{x}2$ = mean for Administrative Officer

The data presented in Table1 revealed that, the mean ratings of the responses of the respondents on the fourteen (14) identified items of types of records created (generated and received) by the emirate Councils of North-East Nigeria had mean values ranging from 1.92 to 3.25. Using the criterion mean of 2.50, the table indicates that items 1-11, which includes Reports (mean=3.25); letters (mean=3.10); forms (mean=3.10); correspondence / Policy Files (mean=3.02); memos (mean=2.91); Stool history (mean=2.89); Minutes of meetings (mean=2.80); Petition (mean=2.69); receipts (mean=2.66); judgment books (mean=2.55) and Personnel Files (mean=2.55) were above the cut-off point of 2.50 on a 4-point rating scale, this shows that the respondents agreed that these items are types of records created (generated and received) by the emirate Councils of North-East Nigeria.

The standard deviation values for the seven evaluation activities ranged from 0.87 to 1.08 which implied that the respondents were not far from one another in their responses and that their responses were not far from the mean. The overall mean showed that Reports (mean = 3.25) ranked highest, while Casebooks (mean = 1.92) was ranked lowest as types of records created (generated and received) by the emirate Councils of North-East Nigeria.

Methods used in organizing records created by the emirate councils of North-East for easy retrieval

Table 2: Mean Responses of Respondents on the Methods Used in Organizing Records Created by the Emirate Councils of North-East for Easy Retrieval.

SN		Status of Respondents				Overall		R	D
		Traditional Title Holder		Administrative Officer					
		\bar{x} 1	SD	\bar{x} 1	SD	\bar{x}	SD		
1.	Chronologically by year	3.01	.83	2.97	.88	3.00	.85	1 st	ME
2.	Numerically by serial number	2.89	1.02	2.97	.97	2.92	.90	2 nd	ME
3	Vertically in the cabinet	2.75	.96	2.83	.96	2.78	.96	3 rd	ME
4.	Horizontally in the cabinet	2.65	.97	2.77	.95	2.70	.96	3 rd	ME
5.	Alphabetically	2.58	1.05	2.64	1.05	2.61	1.05	5 th	ME
6	Geographically	2.51	1.01	2.62	.97	2.56	.99	6 th	ME
7.	By Subject	1.84	.86	1.96	1.03	1.89	.93	6 th	LE

	Cluster mean	2.60	.96	2.68	.97	2.64	.97	=	ME
--	--------------	------	-----	------	-----	------	-----	---	----

key: NE= Not Employed ; LE =Less Employed.; ME= Moderately Employed; HE=Highly Employed; R= Rank; SD=standard deviation , $\bar{x}1$ = Mean for Traditional Title Holder; $\bar{x}2$ = mean for Administrative Officer

Table 2 above shows the mean ratings of respondents on the patterns of organization of records created by the emirate councils of North-East for easy retrieval. Using the real limit of numbers, the results of the data analysis revealed that item 1-6, which includes Chronologically by year(mean=3.00); numerically by serial number(mean=2.92); vertically in the cabinet (mean=2.78); horizontally in the cabinet (mean=2.70); alphabetically (mean=2.61) and geographically (mean=2.56) are moderately employed, while By Subject is (mean=1.89) is less employed patterns of Organization of records created by the emirate councils of North-East for easy retrieval. The overall mean showed that chronologically by year (mean = 3.00) ranked highest, while By Subject (mean = 1.89) was ranked lowest as the Patterns of Organization of records created by the emirate councils of North-East for easy retrieval. Data presented in Table 2 showed that the cluster mean of this cluster 1 is 2.64. This portrays that majority of the respondents agreed that the patterns of organization of records created by the emirate councils of North-East for easy retrieval are moderately employed.

Table 3: Mean Responses of Respondents on the Measures Employed by the Emirate Administrators in Preserving and Conserving their Records

SN		Status of Respondents				Overall		R	D
		Traditional Title Holder		Administrative Officer					
		$\bar{x}1$	SD	$\bar{x}2$	SD	\bar{x}	SD		
1.	Fumigation	3.02	.84	3.02	.79	3.02	.82	1 st	ME
2.	Microfilming of records	2.98	.84	2.92	.88	2.96	.85	2 nd	ME
3	Use of Security guards	2.94	.87	2.86	.92	2.91	.89	3 rd	ME
4.	Provision of adequate storage facilities	2.94	.96	2.84	.96	2.90	.96	3 rd	ME
5.	Regular surveillance by personnel	2.81	.85	2.83	.87	2.82	.86	5 th	ME
6	Use of anti-rodents and pesticides	2.86	.94	2.77	1.01	2.82	.97	5 th	ME
7.	Provision of adequate space	2.80	.91	2.72	.95	2.77	.93	7 th	ME
8	Provision of air conditioners/ fans and cross ventilation	2.73	.97	2.73	.95	2.73	.96	8 th	ME

9.	Provision of law or legislation on use of records	2.76	.93	2.67	.93	2.72	.93	9 th	ME
10	Provision of fire extinguishers	2.71	.93	2.66	.92	2.69	.92	10 th	ME
11	Daily dusting and shelving	2.37	1.03	2.26	1.00	2.33	1.02	11 th	LE
	Cluster mean	2.81	.91	2.75	.93	2.79	.92		

key: NE= Not Employed; LE =Less Employed.; ME= Moderately Employed; HE=Highly Employed; R= Rank; SD=standard deviation, $\bar{x}1$ = Mean for Traditional Title Holder; $\bar{x}2$ = mean for Administrative Officer

Table 3 above shows the mean ratings of respondents on the methods employed by the emirate council administrators of North- East Nigeria in preserving and conserving their records. Using the real limit of numbers, the results of the data analysis revealed that item 1-10, which includes Fumigation (mean=3.01); Microfilming of records (mean=2.96); Use of Security guards (mean=2.91); Provision of adequate storage facilities (mean=2.90); Regular surveillance by personnel (mean=2.82); use of anti-rodents and pesticides (mean=2.82); Provision of adequate space (mean=2.77); Provision of air conditioners/ fans and cross ventilation (mean=2.73); provision of law or legislation on use of records (mean=2.72) and provision of fire extinguishers (mean=2.69) are moderately employed, while Daily dusting and shelving (mean=1.89) is less employed by the emirate council administrators of North- East Nigeria in preserving their records.

The overall mean showed that Fumigation (mean = 3.02) ranked highest, while daily dusting and shelving (mean = 2.33) was ranked lowest as methods employed by the emirate council administrators of North- East Nigeria in preserving their records. Data presented in Table 3 showed that the cluster mean of this cluster 5 is 2.79. This portrays that majority of the respondents agreed that the methods employed by the emirate council administrators of North- East Nigeria in preserving and conserving their records are moderately employed.

Table 4: Mean Responses of Respondents on the Challenges Associated with the Preservation and Conservation of Records in the Emirate Councils of the North East

SN		Status of respondents				overall		R	D
		Traditional Title Holder		Administrative Officer					
		$\bar{x}1$	SD	$\bar{x}2$	SD	\bar{x}	SD		
1.	Lack of modern preservation and conservation technology facilities	3.15	.91	3.21	.93	3.18	.92	1 st	A

2.	Lack of or inadequate Government support	3.13	.92	3.19	.91	3.15	.95	2 nd	A
3	Lack of technical know-how on managing the records	3.07	.92	3.17	.88	3.12	.91	3 rd	A
4.	Inadequate staff to manage the record office	3.03	.96	3.04	.98	3.04	.97	3 rd	A
5.	Ignorance of the importance of records generated	2.93	1.03	2.94	1.05	2.94	1.04	5 th	A
6	Lack of or inadequate storage facilities	2.85	1.01	2.90	.99	2.87	1.00	6 th	A
7.	Inadequate funding	2.88	.98	2.78	.99	2.84	.98	6 th	A
8	Lack of proper organization of records	2.82	1.09	2.74	1.09	2.78	1.09	8 th	A
9.	Absence of facilities such as Air conditioners, fans etc	2.68	.99	2.75	1.01	2.71	1.00	8 th	A
10	Inadequate space	2.61	1.12	2.64	1.11	2.62	1.11	8 th	A
	Cluster mean	2.92	.99	2.94	.99	2.93	.99		A

key: A= Agree; D = Disagree R= Rank; SD=standard deviation, $\bar{x}1$ = Mean for Traditional Title Holder; $\bar{x}2$ = mean for Administrative Officer

The data presented in Table 4 revealed that, the mean ratings of the responses of the respondents on the ten (10) identified items of challenges associated with the preservation and conservation of records generated and received by the emirate councils of North-East Nigeria had mean values ranging from 2.62 to 3.18. Using the criterion mean of 2.50, the table indicates that all the items listed above which includes Lack of modern preservation and conservation technology facilities (mean=3.18); lack of or inadequate government support (mean=3.15); lack of technical know-how on managing the records (mean=3.12); inadequate staff to manage the record office (mean=3.04); ignorance of the importance of records generated (mean=2.94); lack of or inadequate storage facilities (mean=2.67); inadequate funding (mean=2.84); lack of proper organization of records (mean=2.78); absence of facilities such as Air conditioners, fans etc (mean=2.71) and inadequate space (mean=2.62) were above the cut-off point of 2.50 on a 4-point rating scale, this shows that the respondents agreed that these items were challenges associated with the preservation and conservation of records.

The standard deviation values for the seven evaluation activities ranged from 0.91 to 1.11 which implied that the respondents were not far from one another in their responses and that their responses were not far from the mean. The overall mean showed that Lack of modern preservation and conservation technology facilities (mean = 3.18) ranked highest, while Inadequate space

(mean = 2.62) was ranked lowest as the challenges associated with the management, use of records generated and received by the emirate councils of North-East Nigeria.

Research Question 5. What are the strategies for enhancing the preservation and conservation of records generated and received by the emirate councils of the North-East Nigeria?

Table 5: Mean Responses of Respondents on the Measures that can be Taken to Ensure Effective Preservation and Conservation of Emirate Records

SN		Status of respondents				overall		R	D
		Traditional Title Holder		Administrative Officer					
		$\bar{x}1$	SD	$\bar{x}2$	SD	\bar{x}	SD		
1.	Provision of modern preservation and conservation technology facilities by the emirate authorities.	3.11	.94	3.14	.92	3.13	.93	1 st	A
2.	More education & enlightenment of staff on the importance of records.	3.08	.93	3.17	.87	3.11	.91	2 nd	A
3	Proper organization of records by record managers.	3.06	.93	3.10	.93	3.08	.93	3 rd	A
4.	Provision of adequate funding by the State Government	3.03	1.00	3.12	.97	3.07	.99	3 rd	A
5.	Provision for training and re-training by the local Government and emirate authorities	3.05	1.03	3.05	1.09	3.05	1.05	5 th	A
6	Recruitment of adequate staff to manage the record office	2.97	.98	2.99	1.03	2.98	1.00	6 th	A
7.	.Provision of adequate infrastructure such as air conditions, fans, etc. by the Emirate council.	2.96	1.07	2.85	1.07	2.92	1.07	6 th	A
8	Provision of adequate storage facilities by the authorities..	2.77	1.10	2.83	1.05	2.79	1.08	8 th	A
9.	Provision of purposeful building by the Emirate council.	2.66	1.06	2.72	1.03	2.69	1.05	8 th	A
	Cluster mean	2.97	1.00	3.00	1.00	2.98	1.00		A

key: A= Agree ; D = Disagree R= Rank; SD=standard deviation , $\bar{x}1$ = Mean for Traditional Title Holder; $\bar{x}2$ = mean for Administrative Officer

The data presented in Table 5 revealed that, the mean ratings of the responses of the respondents on the nine (9) identified items of strategies for enhancing the preservation and conservation of records generated and received by the emirate councils of the North-East Nigeria had mean values ranging from 2.69 to 3.13. Using the criterion mean of 2.50, the table indicates that all the items listed above which includes Provision of modern preservation and conservation technology facilities by the emirate authorities (mean=3.13); more education & enlightenment of staff on the

importance records (mean=3.11); proper organization of records by record managers (mean=3.08); provision of adequate funding by the State Government (mean=3.07); provision for training and re-training by the local Government and emirate authorities (3.05); recruitment of adequate staff to manage the record office (mean=2.98); provision of adequate infrastructure such as air conditions, fans, etc. by the Emirate council (mean=2.92); provision of adequate storage facilities by the authorities (mean=2.79) and provision of purposeful building by the Emirate council (mean=2.69) were above the cut-off point of 2.50 on a 4-point rating scale, this shows that the respondents agreed that these items were strategies for enhancing the management and use of records generated and received by the emirate councils of the North-East Nigeria ..

The standard deviation values for the seven evaluation activities ranged from 0.91 to 1.08 which implied that the respondents were not far from one another in their responses and that their responses were not far from the mean.

The overall mean showed that Provision of modern preservation and conservation technology facilities by the emirate authorities (mean = 3.13) ranked highest, while Inadequate space (mean = 2.69) was ranked lowest as the strategies for enhancing the preservation and conservation of records.

Discussion of the Results

Types of records created by the emirate Councils of North-East Nigeria

From the findings, records such as Letters, Reports, Forms, Memos, Correspondence/ Policy Files, Minutes of meetings, stool history, Judgment book e.t.c. were created by the emirate councils of the North-East Nigeria. Evidences have shown that emirate councils in Nigeria undoubtedly generate and or receive records in the course of the day-to-day conduct of their affairs, which is used for effective decision-making, as evident of organization's functions, policies, procedures, operations, or other activities, because of the information value of data contained therein. In line with the above, Misau, (2007) gave examples of records created and received in an organization as: Circulars, memos, correspondences, forms, legal treaties, reports of commission and committees, drawings, personnel records, local purchase order (LPOs), vouchers, cheques, bonds e.t.c.. Thus, records are important in all societies and any society that has no recorded materials ultimately suffers from lack of information.

Methods Used In Organizing Records in the Emirate Councils of North-East for Easy Retrieval

From the findings, the organization of records created by the emirate councils of north-east were Alphabetically, numerically by serial number, Geographically, chronologically by year, horizontally in the cabinet, and also vertically in the cabinet were adopted. In support of the findings, Habib (2008) asserted that archival repositories were subjected to variety of organization and re-organizations. For instance; many ancient scholars have used chronological order, subject matter and geographical consideration for arrangement of records. Relating to this, Okoli (1998) identified main systems of such (artificial) classification namely: “alphabetical, chronological, geographical, numerical and subject. Misau, (2007) posits that the records that are in regular use should be housed within the generating offices, or inside the offices where they are used while records that are seldom referred to, be taken away from the busy office space to the record office. However, Bizi (2012) in his studies revealed that there was no systematic procedure for organizing the records and accessibility to the records was tedious. This is contrary to our observation, since the study identified different procedures for such arrangement.

Methods Employed By the Emirate Council Administrators of North- East Nigeria in Preserving Their Records

Relating to this, the findings revealed that daily dusting and shelving, Provision of adequate storage facilities, Provision of air conditioners/ fans and cross ventilation, Provision of good and adequate space, Provision of fire extinguishers, Provision of law or legislation on use of records, Regular surveillance by personnel, Microfilming of records, Fumigation, Use of Security guards, Anti-rodents and pests will immensely help in preserving these records.

Osayuwu-odigie and Eneh (2011) agreed that preservation generally refers to everything which contributes to the physical well- being and maintenance of collections, which include protection, maintenance and restoration. Infact it is suggested that records should be protected against possible dangers and also be permanently kept in conditions that could ensure their preservation in the most favorable atmosphere and away from anything that will cause deterioration. Adams (2015) posits that offices need to be well equipped to function effectively. In order to safeguard the records, metal cabinet and wooden cupboards should be acquired. More spacious and accessible shelves should be built to facilitate easy and fast retrieval of records. A paper-based record needs to be preserved well, especially those with long term value. Regular fumigation of

the offices and storage rooms should be carried out to rid the records of insects such as termites, book worms and cockroaches that can cause extensive damage to records.

In the same vein, Misau (2007) suggested that the temperature and humidity of the storage area must be controlled through the use of air- conditioning and humidifiers, depending on the season. Records must be protected against pests and insects through constant cleaning and fumigation. In collaboration, Chachaga and Ngulube (2009) posited that Disasters control measures such as fire extinguishers, wind protectors and etc. should be put in place. In relation to the security of records, they said disaster management plans should be established and duplicate copies of vital records be kept off site. Emergency telephone numbers of fire fighters, disaster response and police should be made easily accessible.

Challenges Associated With the Preservation and Conservation Of Records In The Emirate Councils Of North-East Nigeria

Inadequate funding, Lack of proper organization, Inadequate space, Lack of or inadequate storage facilities, Absence of facilities such as air conditioners, fans etc. Lack of modern preservation and conservation facilities, among others were found out through the study as the challenges associated with the Preservation and Conservation of records generated and received by the emirate councils of north-east Nigeria. Bizi (2012) while undertaking a research on “Management, Accessibility and Use of Records of Bade Emirate Council in Yobe State – Nigeria” identified the following, inadequate staff in terms of number and quality; lack of enough space to house the records; insufficient funding, non-application of modern format to keep the records; lack of organization of the records, lack of proper finding aids; Lack of access regulations governing the records; lack of user education in handling the records; defacing and mutilation of records etc.

Also Adams (2005) in his paper titled “The Management of Chieftaincy Records in Ghana: An Overview”, identify the problems of records management in Ghana as follows; they lacked good accommodation, equipment and facilities...” He further emphasized that, “lack of guidance by Public Records and Archives Administration Department (PRAAD) in the management of chieftaincy records could lead to the loss of many valuable records through neglect, willful destruction, and biological, chemical and environmental conditions. Loss of the records would be the loss of the historical and cultural heritage of the people. Many institutions in Africa were faced with a considerable number of challenges which inhibit their ability to manage public records

effectively, including their inability to manage such records throughout their life cycle, partly due to weak legislative mandates (Ngulube and Tafor, 2006, p. 58).

Strategies for Enhancing the Preservation and Conservation of Records Generated And Received By The Emirate Councils Of The North-East Nigeria

In order to enhance the preservation and conservation of records the findings suggested the provision of adequate funding by the State Government; proper organization of records by record managers; provision of a standard building as record office by the Emirate council; provision of adequate storage facilities by the authorities; provision of adequate infrastructure such as air conditions, fans, etc. by the Emirate council; provision of modern preservation and conservation technology facilities by the emirate authorities; provision for training and re-training of staff by the local Government and emirate authorities; recruitment of adequate staff to manage the record office effectively by the local government; more education and enlightenment of staff on the importance of preserving and conserving valuable records generated by the emirate authorities.

To corroborate the findings, Adams (2005) posit strategy that could be employed to generate more funds by emirate councils through payment from royalties, financial contributions from companies operating within the traditional area; development levies and soliciting for assistance from citizens of the traditional area. In order to ensure good preservation of records, staff training and timely workshops and seminars should be organized on records preservation techniques. To buttress others, Chachaga and Ngulube (2009) posited that, to manage records according to the records life cycle, records continuum theory or hybrid model, it is essential for records management personnel to be trained properly. Education and training of record managers is an essential element in the life-long preservation of records.

CONCLUSION AND RECOMMENDATIONS

The importance of good management of records to all tiers of government cannot be overemphasized because it is sine-qua non to effective governing. Nevertheless, to have the benefit that records offer, there is need for effective management of records in the country and especially in the North Eastern part of Nigeria, which this study advocated and put forwarded as recommendations for the emirate administrators in the North East to consider for adoption in their

respective emirate councils and beyond with the aim of ensuring the proper preservation and conservation of their records. With this study and its recommendations therefore, the gap has been closed. Hence the study and its findings will serve as a general contribution to knowledge, and more so will help in sensitizing staff of the emirate councils and Archivist in Nigeria on the best way to preserve and conserve their records, and to comply with the records management processes to achieve better results. The study will also be of general contribution to Lecturers, Students, Researchers and Information Managers who are interested in record's preservation and conservation to learn more about the field. It will also serve as an addition to existing literatures.

Therefore, considering the impact of preserving records, the record life circle should be properly observed by keeping records which are current, concise, properly arranged, classified, documented and relevant to effective running of government. All records that exhausted their usefulness should be disposed of.

Based on the findings of the study, the researcher recommends the following:

1. The State and Local Governments should help the Emirate Councils in having a standard building to house their records and offices.
2. The Record Managers should embark on daily dusting of the emirate records, and also ensure proper organization of the records.
3. The Emirate Council Authorities should intensify effort towards providing modern preservation and conservation technology facilities such as micro-filming machines; scanners and photocopiers in order to safe-guard their records.
4. The State Government and Local Government should increase the subventions of Emirate Councils so that there will be enough funds to purchase both modern and local storage facilities such as cabinets, boxes, shelves, etc and to provide infrastructural facilities such as air-conditioners, dehumidifiers, fans etc

REFERENCES

- Abioye, A. A. & Popoola, S. O. (1998). Records Management of a Typical State Judiciary in Nigeria. *Gateway Library Journal*, 1 (2), 95-104.
- Adams, M. (2005). The Management of Chieftaincy Records in Ghana: An Overview. Kumasi: *African Journal of Library, Archives and Information Science*, 15 (1), 67-73.
- Auyo, M. A. (2010). *Records Management: Principles, Technique and Significance*. Paper presented at a workshop on Academic Records Management. Bayero University, Kano, March 30 – 1st, April.
- Auyo, M.A. (2014). The management of Public Records in the National Archives of Nigeria: A Proposed Integrated Framework for Effective Freedom of Information. *Unpublished doctorate thesis proposal*, Department of Library and Information Science, Bayero University, Kano.
- Bizi, M. K. (2012). Management, Accessibility and Use of Records of Bade Emirate Council, Yobe State, Nigeria. *Unpublished Master's Thesis*, Department of Library and Information Science, Bayero University, Kano
- Chachage, B. & Ngulube, P. (2009). *Management of business records in Tanzania: An exploratory case study of selected companies*. *South African Journal of Information Management*, 8 (3), Retrieved from <http://general.rau.ac.za/infosci/raujournal/peer116.8nr3.asp?print=1>
- Daramola, B.J. (1990). State and archival development. *Nigerian Archives*. 1 (2& 3), 14-19.
- Gama, U.G. (2004). Best practices in records management in local government's councils. *Paper presented at the workshop on records keeping for staff officers and executive officers of the local governments in Kano state*. Network for the advancement of values International consultant Kano, 5th -6th Feb.
- Idris, A. A. (2012). Management of electronic records in banking industry in Nigeria. *Unpublished Mphil/Ph.D Seminar presented in the Department of Library and Information Science*, Bayero University, Kano.
- Lawal, O.O. (2002). Policy issues in records management. In O.O. Lawal (Ed.). *Modern librarianship in Nigeria*. Calabar: University of Calabar Press.
- Maidabino, A.A. & Auyo, M. A. (2010). Realities and challenges of records appraisal, retention and preservation strategies in Public Archival Agencies. *Trends in Information Management*, 6 (2), 82-90.

- Misau, A. Y. (2007). Management and use of local government records in Bauchi State of Nigeria. *Unpublished master thesis, Department of library and information science*. Bayero University, Kano.
- Ngulube, P. (2005). Disaster and security management in public archival institutions in ESARBICA Region. *African Journal of Library Archival and Information Science*. 15 (1), 15-23.
- Ngulube, P. & Tafor, V. F. (2006). An overview of the management of public records and archives in the member countries of the East and Southern Africa regional branch of the international council on Archives (ESARBICA). *Journal of the Society of Archivists* 27 (1), 58-83.
- Osayuwo-Odigie, H.T. & Ene, A.C. (2011). Preservation and conservation of non-book materials in the University of Benin and Delta State University Libraries. *Nigerian Libraries*, 44(1), 1-12.
- Parer, D. (2000). *Archival legislation for commonwealth countries*. Clifton beach Australia: Association of Commonwealth Archivists and Records Managers.