

MANAGING THE END OF RECORD LIFECYCLE: ASSESSING CHALLENGES OF STUDENT RECORDS DISPOSAL PROCEDURES IN SECONDARY SCHOOLS IN TABORA MUNICIPAL, TANZANIA

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ABSTRACT

Education stakeholders have increasingly recognized that proper management of student records is essential for transparency, accountability, and administrative efficiency in secondary schools. This study investigates the procedures and practices used to manage the end of the student record lifecycle, with particular emphasis on the disposal of student records in secondary schools in Tabora Municipal, Tanzania. The study involved 35 participants, including heads of school, records officers, and teachers. Data was collected through semi-structured interviews with heads of school and records officers and focus group discussions with teachers. The study adopted a qualitative research approach to gain a deep understanding of experiences, practices, and challenges in managing student records disposal. The findings indicated that the effective management of student record disposal in secondary schools was hindered by several factors. These include limited availability of clear disposal policies, low awareness of records management guidelines, inconsistent appraisal procedures, uneven compliance with national regulations, and inadequate storage facilities. Participants emphasized that having clear policies, training staff on records management, implementing systematic appraisal procedures, ensuring regulatory compliance, and providing secure storage facilities are critical measures for proper disposal of student records. The study further highlighted that collaboration among school administrators, records officers, teachers, and education authorities is essential to ensure integrity, efficiency, and trust in the management of student records. The study concludes that strengthening records disposal procedures will safeguard student information, improve administrative efficiency, and contribute to credible and accountable school management in Tabora Municipal.

Keywords: Student records, disposal procedures, records lifecycle, secondary schools, Tabora Municipal, Tanzania.