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**MANAGEMENT OF PERSONEL RECORDS IN
GOVERNMENT MINISTRIES:**

**A CASE STUDY OF THE
MINISTRY OF FINANCE PERSONNEL REGISTRY**

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ABSTRACT

The main purpose of the study was to investigate and determine the effective management of personnel records in government Ministries with reference to the Ministry of Finance. Personnel registry.

The objective of the study was to establish whether there is a policy governing the management of personnel records to find out the types of personnel records stored or managed. The staff involved in the management of the records filing and classification system, used for proper maintenance for their appraisal and eventually disposition, retrieval, security measures put in place and lastly to establish whether the registry system is automated.

The methods used to collect the data were through interviews, observation, documentary sources and questionnaire.

The main findings where that there is no written policy governing the management of personnel records of the Ministry, there is mammoth growth of records in personnel registry due to lack of frequent appraisal, retention schedule and disposition, I don't care attitude developed by personnel managing the records due to lack of training in records management and to the fact that the registry is considered to be a dumping place for the offenders.

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