

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

**AN ASSESSMENT OF THE ACCESS AND SECURITY OF THE STUDENT ACADEMIC
RECORDS AT THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
REGISTRAR'S DEPARTMENT**

BY

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**A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
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ABSTRACT

The research project assessed the access and security of student academic records at the National University of Science and Technology Registrar's department. This was in relation to the establishment of a policy pertaining to the access and security of these records. A survey research design was used as the main research methodology in conducting the study. The main data collection tools employed included the self administered questionnaires and the interviews. The research population was derived from the NUST Registrar's department, however only a sample of this population was used and it included a total of sixteen participants. The study established that the institution did not have a written down policy for the access and security of student academic records. This policy would have to be the one to regulate and control the access and security of student academic records as it would provide the procedures, guidelines and principles to be adhered to by the Registry staff members when dealing with student academic records. The study recommended that the NUST Registrar's department should come up with a records management committee to formulate and implement an effective and efficient access and security policy for student academic records to discourage their mismanagement. The hiring of professionally qualified records and archives management personnel was also recommended for the NUST Registrar's department. Lastly the researcher suggested an area of further research for the other upcoming scholars who might want to focus their studies on the management of student academic records. The area suggested was to focus on the appraisal system(s) of student academic records being used at the NUST Registrar's department.