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**AN ANALYSIS OF PRESERVATION METHODS IN NIGERIAN TELEVISION
AUTHORITY (NTA) YENAGOA, BAYELSA STATE**

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Abstract

This study analyzed the preservation methods in Nigerian Television Authority (NTA) Yenagoa. Objectives such as: identifying the types of records kept; preservation methods of records and Challenges encountered in the preservation of records in NTA Yenagoa. The population comprised of 67 records managers in the area of study, a questionnaire was used to collect the data, Descriptive statistics of frequency, and tables were used to analyze the data in line with the research objectives. Findings of the study include: Records created, used, kept, and maintained by NTA as examined were payroll, personnel, security, management meetings, sales, production, and news records; most of which were predominantly in paper-based format; Storing materials at least 15 to 25 centimeter off the floor; Installation of dehumidifiers and air conditioners; Installation of water alarms; Periodic fumigation; and Monitoring of abuse and mishandling were some of the preservation methods deployed by NTA Yenagoa. The study concluded that some preservation efforts are being carried out in NTA Yenagoa, but done inappropriately due to lack of well-written preservation policy and inadequate facilities and funding. The study, therefore, recommended among others that adequate budgetary provisions should be provided for records management programs in NTA Yenagoa. Adequate finance should be provided to procure modern and adequate storage equipment and facilities

Keywords: Preservation, Preservation Methods, Records, Records Management,

Introduction

Nigerian Television Authority or NTA is a Nigerian government-owned and partly commercial broadcaster (NTA, 2016). Originally known as Nigerian Television (NTV), it was inaugurated in 1977 with a monopoly on national television broadcasting, after a takeover of regional television stations by military governmental authorities in 1976. After declining interest from the public in government-influenced programming (Okpara, 2018), it lost its monopoly over television broadcasting in Nigeria in the 1990s. NTA runs the largest television network in Nigeria with stations in several parts of the country. It is widely viewed as the "authentic voice" of the Nigerian government (Nigerian Broadcasting, 2019). News programming was central to NTA's and the government's efforts to forge national unity. The network ensured that news presenters did not simply read prepared scripts but acted as part of the newsgathering team. As many of their early news writers came from print journalism, NTA made sure that writers understood the importance of writing for visual presentation. NTA introduced a new line of newscasters and reporters. The major news programs were the Network News at Nine, 5-minute News in Brief at 5:00 pm, and a 15-minute Newscap at 11:00 pm. In the 1990s, NTA joined other state-owned stations in commercializing some aspects of news reporting by including festivals, social events, cultural and business activities in the news or as part of a news program in return for the payment of a fee (Esan, 2019). As of 2021, NTA had 101 stations in state capitals and towns of Nigeria, nine of which are network centers. The network centers mostly derive from Nigeria's early broadcast stations with a sole mandate of information dissemination. What then is the relationship between information and records?

Information has been regarded as an indispensable asset of any organization, whether public or private. It is presently a parameter for classifying the countries of the world into two main classes, namely information-poor and information-rich countries. Information availability, accessibility, and utilization have a strong relationship with the national development of any country. Hence, information is a national resource that can be used to produce value-added goods and services (Popoola, 2000). Records and information are inseparable since they contain information needed for planning, decision making, and control in any organization such as public service institutions. The International Foundation for Information Technology (2010) defines a record as something that represents proof of existence and that can be used to recreate or prove the state of existence, regardless of medium or characteristics. A record is either created or received by an organization in pursuance of, or compliance with legal obligations, or the transaction of business. Records can be either tangible objects, such as paper documents like birth certificates, drivers' licenses, and physical medical x-rays, or digital information, such as electronic office documents, data in application databases, website content, and electronic mail.

Robek (1995) defines records management as the application of systematic and scientific controls to recorded information required in the operation of an organization's business. The International Standards Organization (2001) defines records management as "the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records." It states that records management includes activities such as: setting policies and standards; assigning responsibilities and authorities; establishing and promulgating procedures and guidelines; providing a range of services relating to the management and use of records; designing, implementing, and administering specialized systems for managing records; and integrating records management into business systems and processes. Similarly, Wallace, Lee, and Schubert (1992) see records management as the systematic control placed over the life cycle of recorded information from creation to its ultimate disposition or permanent storage. The life cycle of a record includes its conception, creation, distribution, usage, maintenance, storage, disposition, and the archival preservation stage. Dawha and Biu (1993) opine that records management can play an important role in

charting the course of policy and determining program priorities. It can also introduce a sense of unity of purpose into the whole administration. Thus, it seeks to create records necessary for the efficient and successful running of an organization; to produce the records when they are needed; to conserve records relevant to the continued operation of the organization, and to create only those records which are necessary.

Statement of the Problem

What the government does or fails to do is conveyed to the public, largely, by records and information of various types in the public service. Research findings have shown that adequate management of records provides good information for the provision of welfare and infrastructure to the citizenry. Akor and Udensi (2013) stress that proper records management could help public institutions to manage their information efficiently, fulfill their mandate, protect them from litigation, preserve their corporate memory, and foster accountability and good governance. This can lead to improved healthcare delivery and education, among other benefits. This is to the extent that poor records management inhibits good planning and management of scarce resources.

Observations have shown that there is an alarming rate of records misplacement and loss, from which useful information for decision making is usually derived, in most public institutions. This makes it difficult to provide concise and up-to-date records of all their past and present operations, thereby raising the challenge of effective record keeping. Therefore, NTA that has been observed to have many inter-linking departments in which records are generated daily also seemed to be experiencing the absence of proper records management. This may lead to low productivity in the organization, thereby obstructing the realization of NTA's prime mandate of information dissemination at the grassroots level positively. Against this backdrop, this study investigated preservation methods in Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

Research Objectives

The main objective of this study is to analyze the preservation methods in Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

. The specific objectives are to:

- i. ascertain the types of records created, maintained, and used by the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State
- ii. determine the preservation methods used by the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State
- iii. examine the challenges encountered in the preservation of information materials in the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

Review of Related Literature

The researcher leaned on the shoulders of scholars in the field of library and information science to review their ideas on preservation and preservation methods of records in organizations. The review was carried out as follow:

Importance of Records in Organizations

Records are important, without which an organization simply cannot function. The day-to-day operations of any successful organization depend entirely on its records. Many organizations will not survive without keeping, maintaining, and using their records. Akor and Udensi (2013) define a record as any document or other source of information compiled, recorded, or stored in written form or on film, by electronic process, or in any other manner or by any other means. They further state that "State record" refers to any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or the use of a public office, whether before or after the commencement of this section. Penn (1983) asserts that the records life cycle consists of creation, maintenance, use, and disposition. He stresses that if a record is not necessary, do not create it, stressing further the need for the maintenance of records that are created. Therefore, all the stages involved in the records life-cycle must be considered before any record is created. Ogunrombi, Abareh, and Adamu (1998) think that an organization cannot but develop a culture of maintaining a record in whatever form which will serve as a reference tool in helping the organization fulfill its obligation for effective management of the problems of that organization.

Popoola (2000) posits that records constitute an essential instrument of administration without which operational processes and functions cannot be executed in organizations. To Popoola records are barometers for measuring the performance of an organization. In addition, records are the by-products of managerial and administrative activities, and they mirror the overall quality of the organization's business performance. If records are barometers for measuring the performance of any organization, according to Popoola (2000), it then means that without records, no organization can function. Dollar (2000) also sees records as recorded information in any form created or received and maintained by an organization, person, or system in the transaction of a business or the conduct of affairs and kept in a widely accessible form as evidence of such activity. This definition, however, must be recognized as only the starting point for a complete and useful definition. To be meaningful, it must be accompanied by a detailed set of definitions that identify when a record is created and what type of evidence is required to create reliable and authentic records.

Records Management

Records management is a field of management responsible for the systematic control of the creation, maintenance, use, reproduction, and disposition of records. According to Ette (1984), records management relates to three stages through which records pass, namely the current, semi-current, and non-current stages. At the current stage, records are created and used frequently. In the semi-current stage, which is the intermediate stage, records are referred to occasionally. At the non-current stage, they are no longer referred to but are sent to the archives after appraising them. Alegbeleye (1983) defines records and information management as an all-embracing activity which includes form control, correspondence control, reports management and control, active files management records inventory and appraisal, records retention and disposition, archives management and control, and copy reproduction (reprography). In conventional paper-based organizations, such as the local government councils, the paper continues to be viewed as the material for records in administrative documentation (Igwoke, 2008). Indeed, Unuigbo (1990) posits that records management deals with the full range of paperwork from the creation of a new record to the moment when a decision is made either to

destroy it or keep it for all time. It is the application of systematic analysis and scientific control of business records from their creation through processing, maintenance, protection, and final disposition.

In records management, policies, procedures, and standards cover the creation, receipt, distribution, use, retention, storage, retrieval, protection, preservation, and final disposition of all types of recorded information throughout the organization (Mark, 2001). Ugwunze (1992) asserts that records management involves planning, implementing, and review of the functions for the administration of the records of an organization. Ugwunze stresses that records management helps to control the quantity and quality of information that is created. Thus, the information can be maintained in a manner that effectively serves the needs of the organization. Unighe (2000), quoted by Abioye and Habila (2004), sees records management as quality, quantity, and cost of records, encompassing the procedures, systems, operations, space, equipment, and staff required to administer the records. It is therefore the responsibility of records management functions to develop and operate systems and procedures for creating, maintaining, and disposing of records necessary for the successful operation of an organization (Abioye & Habila, 2004).

Records Management Practices in Organizations

Records management practices are vital to every organization aiding in the achievement of certain goals set by the founders of that organization from the conceptualization of that business. Records management occupies a strategic position in the efficient and effective management of public institutions. The practice is central in the administration of the institutions because it documents the planning and implementation of appropriate courses of services allowing proper monitoring of work (Egwunyenga, 2009). As stated by Robeck, Brown, and Stephens (2002), the reasons why organizations practice records management are to control the creation and growth of records, reduce operating costs, improve efficiency and productivity, assimilate new records management technologies, ensure regulatory compliance, minimize litigation risk, safeguard vital information, support better management decision making, preserve the corporate memory, and foster professionalism in running the business. The need for records preservation is, therefore, paramount to the cultural heritage of the past and for future generations obtainable in any organization (Abdulkareem, Isah, & Issa, 2013).

Akor and Udensi (2013) assert that decision-making in an organization is an administrative function and invariably requires information in the form of records. They assert that administration is ordinarily discussed as the art of "getting things done," while emphasizing the processes and methods for ensuring incisive action. Principles are set forth for securing concerted action from groups of people. Decisions are made at different levels in the organization—the lower, the middle, and the higher. Irrespective of the level, however, information will be required one way or another. In all spheres of activity, decisions are being made about the allocation of budgetary resources, the prioritization of programs, the granting of social benefits, the commissioning of new projects, the closure of unproductive ventures, the information to release to the public, or the level of classification that certain information requires. Records and archives provide the information that is required by those who make the decisions. The main question, therefore, is whether or not these records are available to these decision-makers and whether or not the decision-makers are aware of their existence and thus make use of them for decision making.

Thus efficient and effective management of records helps the critical stakeholders of an organization or institution as well as its administrators who require records to facilitate accurate, timely decisions (Nwankwo, 2001). Decision-making is the backbone of administrative actions and administrators execute plans through actions (Akor & Udensi, 2013). Information is every organization's most basic and essential asset, and in common with any other business asset, recorded information requires effective management. Records management ensures that information can be accessed easily and destroyed routinely when no longer needed, and enables organizations not only to function on a day-to-day basis but also to fulfill legal and financial requirements. The preservation of the records of the government, for example, ensures it can be held accountable for its actions, that society can trace the evolution of policy in historical terms, and allows access to an important resource for future decision making (National Archives of Scotland, 2013).

All organizations create records to support and provide evidence of their transactions. Consequently, records, regardless of their formats, are important sources of information and knowledge. They ensure effective transparency and accountability in decision-making and contribute to national development (International Records Management Trust, 2003; Kemoni, 2007). Therefore, sound management of records, whether electronic or paper, has become a topical issue not only in Nigeria but globally. The World Bank (2006) and the International Records Management Trust (2003) concur that records are essential for the effective and productive functioning of private and public organizations. They assert that records register the decisions and activities of governments and other organizations, and serve as benchmarks against which they can measure their future activities and decisions. Without records, there can be no rule of law and accountability (World Bank, 2006). Consequently, without good records, organizations make ad hoc decisions without the benefit of institutional memories.

Kalusopa (2011) observes that, for organizations to participate meaningfully in the national development process, they must develop the capacity to manage records and information. The reason is that the challenges of conceiving, initiating, implementing, monitoring, and evaluating activities will always require reliable, pertinent, and timely records as well as information. Therefore, every organization has the role to monitor and measure progress with inclusive participatory national economic processes and good corporate ethics that the principles of openness, integrity, and accountability underpin with regards to its records management (Kanyenze, Kondo, & Martens, 2006).

Methodology

The research design adopted for this study is the descriptive survey method using simple random sampling. This research setting is Bayelsa State, located in the south-south geopolitical zone of Nigeria, and one of the six states in the zone. Its choice for this study arose from the fact that it is rapidly developing in both commerce and industry; this is perhaps owing to its proximity and affinity to the Atlantic Ocean. The study population comprises 67 personnel in the Yenagoa office of the NTA. They are both in the senior and junior categories responsible for handling records in the organization. From the study population of 67, a total enumerative sampling technique was used; this implies that the entire population of 67 was used for the study. Out of the 67 copies of the questionnaire administered, 57 copies were completed by the respondents and found useable for analysis, giving a very high return rate of 85.15%. The questionnaire formed the major instrument for collecting the needed data, questionnaire, validated by two

experts in archives and records management in the Department of Library, Archival and Information Studies, Federal University Otuoke, Bayelsa State. The questionnaire was pilot-tested on thirty (30) staff of AIT Yenagoa since they would not be a part of the final respondent group. Adopting the Split-half method, the results of their responses yielded a Cronbach's Alpha reliability coefficient of $r=0.71$. The questionnaire was administered and collected back by the researcher personally. A descriptive data analysis method was employed through tabular presentation and simple percentages.

Data Analysis and Discussion

Out of the 67 copies of questionnaires administered and collected, 57 copies were completed by the respondents and found useful. The data collected were analyzed based on the research objectives earlier formulated as follows:

Research Objective One

Types of records created, maintained, and used by the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

The data used to answer the above-stated question are presented in Table 1 below;

Table 1: Types of records created, maintained, and used

	Types of records created, maintained, and used	NTA Yenagoa			
		Agree		Disagree	
		Freq.	%	Freq.	%
1	Payroll records	52	91	5	9
2	Personnel records	52	91	5	9
3	Security records	56	98	1	2
4	News records	54	94	3	6
5	Management meetings records	57	100	0	0
6	Sales records	53	92	4	8
7	Advertising and promotions records	56	98	1	2
8	Legal records	23	40	34	59
9	Production records	31	54	26	45
10	Engineering records	12	21	45	36

Table 1 above shows the types of records created and maintained in NTA Yenagoa. The major records that were collected and maintained were: payroll (91%), personnel (91%), security (98%), management meetings (100%), sales (92%), production (54%), and news records (94%). Legal records and engineering records got the least response of 40% and 21% respectively. This finding confirms the early observation of Yusuf and Endouware (2021); that various operations of a television station revolve around the manufacturing and sale of a product, much like any industry; and like any industry, the various departments of the station work both independently and cooperatively to meet its production goals. The various departments of the television station

can be categorized according to their tasks of creating the product, advertising the product, transmitting the product, selling the product, and managing the revenue from the product; as a result, records are created and kept such as commercial and non-commercial records, programming records, production records, and news records among several others.

Research Objective Two

Preservation methods used by the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

The data addressing the above research objective are presented in Table 2 below.

Table 2: Preservation methods used by the Nigerian Television Authority (NTA) Yenagoa

S/N	Preservation methods used	Employed		Not Employed		Total	
		F	%	F	%	F	%
1	Storing materials at least 15 to 25 centimeters off the floor	57	100	0	0	57	100
2	Installation of dehumidifiers and air conditioners	57	100	0	0	57	100
3	Installation of water alarms	57	100	0	0	57	100
4	Moderate lighting	0	0	57	100	57	100
5	Records areas are cleaned and dusted regularly	0	0	57	100	57	100
6	Periodic fumigation	57	100	57	100	57	100
7	Installation of insects repellent and rodenticides	0	0	57	100	57	100
8	Monitoring of abuse and mishandling	57	100	0	0	57	100

From table 2 above, the ways of preserving records to ensure longevity were: Storing materials at least 15 to 25 centimeters off the floor (100%); Installation of dehumidifiers and air conditioners (100%); Installation of water alarms (100%); Periodic fumigation (100%); and Monitoring of abuse and mishandling (100%). Other preservation measures that were not employed in NTA Yenagoa were: Moderate lighting; Records areas are cleaned and dusted regularly; Installation of insects repellent and rodenticides

Research Objective 3:

Challenges encountered in the preservation of information materials in the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

Respondents were asked to tick as many as applicable the challenges encountered in the preservation of information materials in the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State. Table 3 shows the responses

Table 3: challenges encountered in the preservation of information materials in the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State

S/N	Challenges encountered in the preservation of information materials in the Nigerian Television Authority (NTA) Yenagoa, Bayelsa State	Response
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1	Records managers are inexperienced	√
2	The incompetence of records management staff	√
3	large quantity of records	√
4	pressures of work	√
5	the attitude of legal practitioners to 'lay' records managers	√
6	Lack of adequate training	√
7	Lack of modern storage facilities and functional archives	√
8	Poor salary and welfare packages	√
9	Poor Storage Furniture	√
10	Poor Architectural Design of the Courts	√
11	Limited Storage Space for all records	√
12	Poor Cooling/Heating systems	√
13	Poor/Non-existence of internet facilities	√

Table 3 shows the inexperience of records managers, incompetence of records managers, a large number of records, the pressure of work, the attitude of legal practitioners to ‘lay’ records managers; Lack of adequate training; Lack of modern storage facilities and functional archives; Poor salary and welfare packages; Poor Storage Furniture; Poor Architectural Design of the Courts; Limited Storage Space for all records; Poor Cooling/Heating systems; and Poor/Non-existence of internet facilities were the challenges associated with and preservation of records in NTA, Yenagoa

Discussion of findings

The study without doubt has led to the establishment of facts as regards the preservation methods of records in NTA Yenagoa. It has shown that Records created, used, kept, and maintained by NTA as examined are payroll, personnel, security, management meetings, sales, production, and news records; most of which were predominantly in paper-based format. This finding corroborates the thoughts of Yusuf and Endouware (2021); that various operations of a television station revolve around the manufacturing and sale of a product, much like any industry; and like any industry, the various departments of the station work both independently and cooperatively to meet its production goals. The various departments of the television station can be categorized according to their tasks of creating the product, advertising the product, transmitting the product, selling the product, and managing the revenue from the product; as a result, records are created and kept such as commercial and non-commercial records, programming records, production records, and news records among several others.

The study also ascertained the preservation methods used by NTA Yenagoa in preserving its records such as Installation of dehumidifiers and air conditioners; Installation of water alarms; Periodic fumigation; and Monitoring of abuse and mishandling among others. This finding aligns with those of Igwoku (2008), Akor and Udensi (2013), and the International Organisation for Standardisation (ISO) (2001) on the preservation methods required for records in an organization. Their common position is that Incineration of records, digitization of records, donation of records, fire and flood protection, locked storage areas, Installation of dehumidifiers and air conditioners, and Installation of water alarms among others are proven ways/methods of preserving records in any organization.

It has been determined from the study that the challenges associated with preservation of records included; Inexperience of records managers, incompetence of records managers, a large number of

records, pressure of work, attitude of legal practitioners to 'lay' records managers; Lack of adequate training; Lack of modern storage facilities and functional archives; Poor salary and welfare packages; Poor Storage Furniture; Poor Architectural Design of the Courts; Limited Storage Space for all records; Poor Cooling/Heating systems; and Poor/Non-existence of internet facilities. This is in collaboration with what Abioye and Habila (2004) stated that the lack of purpose-built record rooms, poor storage furniture, limited space, lack of technical know-how in records digitization, and lack of training and retraining of staff constitute a challenge in the preservation of records.

Conclusion and Recommendation

Records created, used, kept, and maintained by NTA as examined were payroll, personnel, security, management meetings, sales, production, and news records; most of which were predominantly in paper-based format. However, some records were stored in electronic formats such as disc, tape, and film. It must be noted that Storing materials at least 15 to 25 centimeters off the floor; Installation of dehumidifiers and air conditioners; Installation of water alarms; Periodic fumigation; and Monitoring of abuse and mishandling were some of the preservation methods deployed by NTA Yenagoa. The inexperience of records managers, incompetence of records managers, a large number of records, the pressure of work, the attitude of legal practitioners to 'lay' records managers; Lack of adequate training; Lack of modern storage facilities and functional archives; Poor salary and welfare packages; Poor Storage Furniture; Limited Storage Space for all records; Poor Cooling/Heating systems; and Poor/Non-existence of internet facilities were the challenges associated with and preservation of records in NTA, Yenagoa

Based on these conclusions reached, the following recommendations were made:

1. A coherent records management policy should be formulated and provisions made for all phases of records' life cycles, namely the records' creation, use and maintenance, and disposition. This policy should be strictly adhered to by the NTA records staff.
2. NTA should explore a digital solution to the preservation of its records
3. Qualified librarians should be employed to handle records maintenance, security, and preservation of records in NTA Yenagoa
4. Old and archaic storage facilities such as wooden shelves should be discarded while steel file cabinets, presently in short supply, should be provided in sufficient quantities. From an economic point of view and for space management, steel file cabinets with aisle features should be procured and used for filing records. Off-site storage facilities should also be considered, especially where vital records are concerned.
5. Adequate budgetary provisions should be provided for records management programs in NTA Yenagoa. Adequate finance should be provided to procure modern and adequate storage equipment and facilities.

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