

DIGITALIZATION: ELECTRONIC RECORDS MANAGEMENT PRACTICES IN SELECTED GOVERNMENT AGENCIES IN THE NATIONAL CAPITAL REGION

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Abstract

Government agencies create and maintain different kinds of records that reflect their unique functions and responsibilities. Records are the primary sources of information that serve as vital evidence and key for decision-making. As stated in Memorandum Circular No. 2104-01 or the Electronic Records Management Policy issued by the National Archives of the Philippines, government agencies need to manage and preserve electronic records to support the culture of efficiency such as to provide easy access to credible and accurate information.

This study aims to analyze the electronic records management practices of selected government agencies in the National Capital Region (NCR); identify reasons and investigate actions of selected government agencies into the existing circular. The study will use a qualitative approach and in-depth interview to gather data. This approach will be used by the researchers to ascertain the electronic records management practices of selected government agencies in compliance with the Memorandum Circular 2104-01 and the provisions stated in Republic Act No. 9470, also known as the National Archives of the Philippines Act of 2007.

The findings of this study will serve as an input for the enhancement of the Philippines' Electronic Records Management Policy.