

The Application of Functional Analysis Principles to design a model of File Plan and Records Retention Schedule: a case study of Dean's office, Faculty of Archaeology, Silpakorn University, Thailand

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ABSTRACT

The research aims to design the records keeping system of the Dean's office, Faculty of Archaeology, Silpakorn University, Thailand by creating a file plan and a records retention schedule as significant tools. To achieve the aim, multiple methods comprising a literature study, a records survey, an observation regarding records management behaviors, and semi-structure interviews were selected as appropriate methods to collect data in three main aspects namely: (1) nature and characteristics of the organizational records and how the records have been managed; (2) the organizational operating and legal environment; and (3) the organizational culture and its impact on records management. The data collecting from surveying, observing and interviewing 25 Faculty's members are analyzed and cross referencing with the data derived from the literature study.

The data identifies that the organizational records are hybrid and have been allocated to those who create or need them for their business. Likewise, the Faculty's members have limited knowledge regarding record's management regulation and the organizational record management policy and guideline are not initiated. The organizational culture in term of role power, generosity, and low level of record's awareness are also important factors shaping the approach to design the organizational records keeping system.

To establish the record keeping system applicable for the organizational environment, the research designs both the organizational Central File Plan according to its functions, activities, and transactions and the organizational Records Retention Schedule to comply with the organizational regulatory environment. The guideline to implement the organizational records keeping system is also created and this recommends to establish four mechanisms which are (1) the organizational Records Management Policy, (2) the records management unit or person, (3) the system covering E-Document, Central File Plan, and Records Retention Schedule, and (4) the staff training including the manual to implement the system.