

Document management in school offices in Sri Lanka

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A document is an original or a copy or a handwritten document or a letter, record, register, book or a document that printed or published in any other way. Document management means to avoid creating and maintaining unnecessary documents and preserve important document to conduct profitable management system for usage.

School is an institution which handles lot of documents. Therefore two school libraries were selected for this study in order to gather information. The research was conducted with the objectives of explaining the manner in which efficient current document management is taken and to explaining of installing a super school library. Through proper document management, it will be easy to perform day to day work and can handle the administrative matters efficiently and effectively.

This study has been conducted to identify factors which would support the management of documents in school offices in Sri Lanka. Data for this study was gathered by interviews and field observation method. The principals, office workers and the librarians were interviewed.

Findings reveled that the document management in offices is not in a satisfactory level. Lack of space to store documents, no proper subject naming methods was used. Less number of resources available such as, cupboards, racks, file covers etc.are some of the main problems. Using proper system to suit basic formulas of document management in school offices and organizing short term work shops to update the knowledge of document officers and installation of super documentation centers for the super documents in schools in each province in Sri Lanka will help to minimize the above mentioned problems.

Final conclusion is that using a proper document management system in the school offices will help to function the office properly and to perform daily routine work efficiently.

Key words: Documentation, Document Management, School, School office, Documents

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