E-records guidance tools in records sharing at Tanzania Public Service College

Abstract.

This study aimed to assess the e-records guidance tools for record sharing at the Tanzania Public Service College in Tanzania. A credible methodology is presented, followed by a discussion about the phenomena underpinning the study. The study engaged a quantitative research design to collect, process and analyses data. The quantitative research design was used to collect basic descriptive statistical data on demographic characteristics, awareness of e-records guidance tools, usefulness of e-records guidance tools in sharing records and the factors affecting the application of e-records guidance tools in sharing e-records. The findings established that the majority (>50%) of the respondents were well informed of e-records guidance tools and agreed on the fact that guidance tools' user-friendliness, trace procedures and user awareness positively affected access to and use of e-records guidance tools. However, the institutional developed procedures and regulations were applied to a high degree in the handling and sharing of e-records; although attention has to be critically recommended to the Tanzania National Archives on developing comprehensive e-records guidance tools to ensure effective e-records sharing practices.