

Chapter 5

Premises-Based Electronic Documentation and Job Performance

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ABSTRACT

The study examined the relationship between virtual computing of Nigeria Pubic Sector. The chapter concluded that virtual documentation enhances job performance of Nigerian Pubic Sector. Among other things, the study recommended that the Nigeria Pubic Sector should increase their use of computers/laptops in carrying out office documentation for speedy production of documents as well as the safe keeping of documents for training and development, naval patrol, marine criminals arrest, hand-over and attestation.

Introduction

Documentation of records on premises-based represents the fact that records of an organization are created and stored in gadgets/ hardware devices such as memory card, flash drive, DVD, CD ROM, external disc etc. to this end, it is pertinent to note that premises-based electronic documentation could be called electronic records management. In the view of Greg (2020), electronic records management consist of the application of offline digital technologies in creating, storing and accessing data, information, and documents. This includes utilizations of flash drives and other storage device to secure records, the entire cycle of information, from the point of creation right through until their final disposal (Gabriel, 2014). The main focus of electronic records management is to ensure that organizational records are safely held in safe electronic gadgets.

Premises-based electronic documentation involves the use of electronic devices in creating and storing data either in written or graphic form. They have very large memories for storing information. Such devices include: handsets, personal computers (desktops, laptops, notebooks! palmtops etc); microfilms; handsets can be programmed to store important information and events, and set to reminder. Many smartphones are designed to help office workers manage records from their mobile devices through the help of memory card. Likewise removable memories such as diskette (almost obsolete), compact disc (CD) and flash drives can be used as backups to store relevant data for future use. Important events and organizational activities can be recorded into tapes/films and stored for future viewing/projection using microfilming technology. However, the International Standard Organization (2011) defined premises-based electronic documentation as systems responsible for the efficient and systematic control of creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records in the computer system.

Premises-based electronic documentation is very important to every organization because of its relevance in ensuring that organizational records are carefully managed. This is because record is one of every organization's most valuable assets. Records support decision making, demonstrate compliance, document the history of the organization, and perhaps most importantly, enable the organization to do their jobs. Records need to be properly managed in order to maximize their value and minimize their cost. By implementing good records management practices, organization can control, avoid and even decrease the costs associated with maintaining the records and improve the efficiency of the business operations (Hebert, 2019). Although records could be called documented information. Thus, Adu (2014) defines as documented information, in any form, created or received and maintained by an organization or person in the transaction of business or conduct of affairs and kept as evidence of such activity. Record could mean memory of the organization, the raw material for decision making and the basis for legal defensibility. Kallus in Adu (2014) further defines a record as written or oral evidence that has been collected and kept for use in making decisions. The most common records (such as forms, correspondence, reports and books) are written, printed or typed on paper. Oral records capture the human voice on tape, and are stored on cassettes or on other magnetic media. In support of Kallus's definition, Quible in Adu (2014) further defines records as informational documents such as forms, letters, memoranda, reports and manuals used to carry out various functions. Record equally be seen as the information captured for re-use at a later stage as evidence of an activity or action undertaken, and a basis on which future decisions are made. Records are important and it is difficult to imagine life without them, particularly in the running of an organization (Penn et al. in Adu, 2014). Premises-based electronic documentation with its potential played important role in supporting efficiency, accuracy and accessibility of information.

Premises-Based Electronic Documentation

Premises-based electronic documentation basically refers to the various methods and systems of creating, storing, retrieving, and sharing of authorized records of an organization with digital computer rather than paper-based documentation (Sampson, 2013). In most offices today, documents are typed, stored and printed using physical computer tools like desktop computers, laptops, hard disk, flash drive, etc. Although, Sampson (2013) equally averred that premises-based records management systems like computer systems, laptops, flash drives, hard disks, etc. are more susceptible to information security threats like virus attack, system theft, breaking of password etc. Electronically stored data are retrieved by logging into the system to open the document. The data are then viewed/ accessed, used and saved back or deleted as required. The information could be printed out on paper. Recorded tapes can be viewed or projected using appropriate projector. It should be noted that the use of computers and other electronic devices or gadgets makes organizational data better stored and processed to information that can be retrieved to assist administrators in taking effective decisions (Ngulube, 2018). Graphical representations are also more accurately and easily programmed into the computer. Retrieval of stored information is equally easier for both individual and group use. There are several forms in which organizational information could be storge on premises-based, but within the context of Nigerian Navy, computer system, flash drive/memory card and CD-ROM are used as manifestations of premises-based electronic documentation.

Computer/Laptop: Computer system (personal computer) is a general-purpose, cost-effective computer device larger than phones, designed to be used by a single end-user. Every personal computer is dependent on microprocessor technology, which allows personal computer makers to set the entire central processing unit (CPU) on a single chip (James, 2016). Organizations use personal computers to perform tasks like accounting, desktop publishing and word processing as well as to run database and spreadsheets. Computer systems can be broadly categorized into desktop computer and laptop computer. The term desktop computer as used here, refers to all personal computers designed to be placed and used from the top of a desk while laptop refers to a personal computer system with an integrated which can be carried on one's lap. The term computer system may also be used to include computer accessories such as printers, scanners, and storage devices (Ebijuwa & Anyakoha, 2015). Within the context of this work, computer system provision refers the deliberate practice of an employer to purchase and give desktop, laptop, and computer peripherals like printers and scanners to their employees beyond the physical office space. While some organizations are dedicating more resources to the provision and maintenance of personal computer system for workers across work stations, other are yet to see the need to make special provision of these devices for their employees. Laudon and Laudon (2017) opined that although personal computers are intended to be use as single-user systems, it is normal to connect them together to create a network, such as a local area network (LAN). Computer system consist of the following:

i. Desktop: It is a personal computer designed for regular use at a single location on or near a desk or table due to its size and power requirements. The most common configuration has a case that houses the power supply, motherboard (a printed circuit board with a microprocessor as the central processing unit (CPU), memory, bus, and other electronic components), disk storage(usually one or more hard disk drives, solid state drives, optical disc drives, and in early models a floppy disk drive); a keyboard and mouse for input; and a computer monitor, speakers, and, often, a printer for output. The case may be oriented horizontally or vertically and placed either underneath, beside, or on top of a desk (Hargittai, 2017).

ii. Laptop: Also known as notebook computer, is a small, portable personal computer (PC) with a "clamshell" form factor, typically having a thin LCD or LED computer screen mounted on the inside of the upper lid of the clamshell and an alphanumeric keyboard inside of the lower lid. The clamshell is opened up to use the computer. Laptops are folded shut for transportation, and thus are suitable for mobile use (Zano et al., 2016). Its name comes from lap, as it was deemed to be placed on a person's lap when being used. Although originally there was a distinction between laptops and notebooks (the former being bigger and heavier than the latter), as of 2014, there is often no longer any difference (Strickland, 2014). Laptops are commonly used in a variety of settings, such as at work, in education, for playing games, Internet surfing, for personal multimedia, and general home computer use.

iii. Photocopying Machine: Photocopier is an electronic machine that makes copies of images and documents. Photocopiers were once single-function devices. Now, enterprise-grade photocopiers are usually networked and perform multiple functions. They are available in desktop or free-standing models. For home and small business use, photocopying is often bundled with scanning, printing and faxing capabilities in a multifunction peripheral (MFP) device (Rouse, 2019). Most modern photocopiers use a technology called xerography, a dry process that uses electrostatic charges on a light-sensitive photoreceptor to first attract and then transfer toner particles (a powder) onto

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paper in the form of an image. Heat, pressure or a combination of both is then used to fuse the toner onto the paper. Copiers can also use other technologies such as ink jet, but xerography is standard for office copying.

iv. Printer: This is a peripheral device which makes a persistent representation of graphics or text on paper. While most output is human-readable, bar code printers are an example of an expanded use for printers (Tim, 2019).

Flash Drive/Memory Card: According to Zano et al. (2016), a flash drive is a data storage device that includes flash memory with an integrated USB interface. It is typically removable, rewritable and much smaller than an optical disc. They are called "flash drive" because they use flash memory to store files. Flash memory is a type of computer chip. The first flash drives had 8 megabytes of storage. A flash drive is a small, portable data storage device that plugs into the USB port of a computer (or another USB-equipped device, such as an MP3 player).

On the other hand, a memory card has been described by Hargittai (2017) as an electronic data storage device used for storing digital information, typically using [flash memory](#). These are commonly used in portable electronic devices, such as digital cameras, mobile phones, laptop computers, tablets, PDAs, portable media players, video game consoles, synthesizers, electronic keyboards and digital pianos, and allow adding memory to such devices without compromising [ergonomics](#), as the card is usually contained within the device rather than protruding like [USB flash drives](#). A memory card is a type of storage device that is used for storing media and data files (Hargittai, 2017). It provides a permanent and non-volatile medium to store data and files from the attached device. Memory cards are commonly used in small, portable devices, such as cameras and phones.

CD ROM: CD-ROM stands for Compact Disc Read Only Memory. It is an optical disc of 120mm diameter and a hole of 15cm of center, with thickness 1.2mm. Data is recorded in digital form using laser beam. CD-ROM can only be read but cannot be written, nor can anything written on it be erased. The disc is recorded on one side only. Each disc can store approximately 680 MB of information, equivalent to 300/000 A-4 size pages. type of computer memory in the form of a compact disc that is read by optical means. A CD-ROM drive uses a low-power laser beam to read digitized (binary) data that has been encoded in the form of tiny pits on an optical disk. The drive then feeds the data to a computer for processing (Charles, 2019).

The standard compact disc was introduced in 1982 for digital audio reproduction. But, because any type of information can be represented digitally, the standard CD was adapted by the computer industry, beginning in the mid-1980s, as a low-cost storage-and-distribution medium for large computer programs, graphics, and databases. With a storage capacity of 680 megabytes, the CD-ROM found rapid commercial acceptance as an alternative to so-called floppy disks (with a maximum capacity of 1.4 megabytes).

Premises-Based Electronic Documentation and Job Performance

The adoption of digitalization has saved most organization from losing relevance files, this is advantageous against paper-based documentation. Greg (2020) opined that electronic records management in other way called premises-based documentation consist of the application of offline digital technologies in creating, storing and accessing data, information, and documents. This includes utilizations of flash drives and other storage

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device to secure records, the entire cycle of information, from the point of creation right through until their final disposal so as to enhance naval personnel job performance in terms of maritime security (piracy reduction, safe seafaring and reduction in trafficking), custom law enforcement (naval patrol, arrest marine criminals and hand-over/attestation) and training/development (advancement courses, refresher course and mentoring).

International Standard Organization (2011) averred that premises-based electronic documentation is significant because it is responsible for the efficient and systematic control of creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records in the computer system. Thus, these records could be retrieved anytime they are needed by the naval officer, these enhance their performance in terms of maritime security (piracy reduction, safe seafaring and reduction in trafficking), custom law enforcement (naval patrol, arrest marine criminals and hand-over/attestation) and training/development (advancement courses, refresher course and mentoring). Premises-based electronic documentation is very important to every organization because of its relevance in ensuring that organizational records are carefully managed. This is because record is one of every organization's most valuable assets. Records support decision making, demonstrate compliance, document the history of the organization, and perhaps most importantly, enable the organization to do their jobs. Records need to be properly managed in order to maximize their value and minimize their cost. By implementing good records management practices, organization can control, avoid and even decrease the costs associated with maintaining the records and improve the efficiency of naval officer in terms of maritime security (piracy reduction, safe seafaring and reduction in trafficking), custom law enforcement (naval patrol, arrest marine criminals and hand-over/attestation) and training/development (advancement courses, refresher course and mentoring).

Although, Sampson (2013) averred that premises-based records management systems like computer systems, laptops, flash drives, hard disks, etc. are more susceptible to information security threats like virus attack, system theft, breaking of password etc. But Ngulube (2018) asserts that premises-based electronic documentation involves the use of electronic devices in creating and storing data either in written or graphic form. They have very large memories for storing information. Such devices include: handsets, personal computers (desktops, laptops, notebooks! palmtops etc); microfilms; handsets can be programmed to store important information and events, and set to reminder. Many smartphones are designed to help office workers manage records from their mobile devices through the help of memory card. Likewise removable memories such as diskette (almost obsolete), compact disc (CD) and flash drives can be used as backups to store relevant data for future use. Important events and organizational activities can be recorded into tapes/films and stored for future viewing/projection using microfilming technology. These promotes job performance of naval personnel in terms of maritime security (piracy reduction, safe seafaring and reduction in trafficking), custom law enforcement (naval patrol, arrest marine criminals and hand-over/attestation) and training/development (advancement courses, refresher course and mentoring).

CONCLUSIONS

It therefore implies that government that look up to having their job performance effectively, should work on improving their office documentation. Conversely, employees that refuse to migrate or upgrade from paper-based documentation to build the premises-based electronic documentation, and virtual documentation for their personnel may likely

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suffer ineffectiveness in terms of maritime insecurity, poor custom law enforcement as well as poor documentations of training and development, amongst others.

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