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Institutional Factors and Electronic Record Keeping Practices of Clerics in the Redeemed Christian Church of God, Ogun State, Nigeria

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Abstract

This study investigated the institutions factors and e-recordkeeping in the Redeemed Christian church of God, Ogun State. The study employed survey research design. The population for the study was 2,236 of RCCG clerics, Ogun State, The sample was 339. Multistage sampling technique was used to select the sample respondents. A validated structured questionnaire was used for data collection. Data were analyzed using descriptive and simple linear regression. The result revealed that institutional factors had positive significant influence on e-recordkeeping practices ($\beta = .687$, $t(291) = 16.114$, $p < 0.05$) had a positive significant influence on e-recordkeeping practices in the Redeemed Christian Church of God, Ogun state. Based on the findings, the study concluded that institutional factors enhanced e-recordkeeping practices in RCCG, Ogun State. and it was recommended that the top Pastors (the Provincial and Regional Pastors) in the Redeemed Christian Church of God, Ogun State, Nigeria in general need to uphold the techniques and strategies for keeping their records electronically for proper operations relating to e-recordkeeping practices. Also, the RCCG should establish and archives which e-records of permanent value can be preserved.

Keywords

Clerics, electronic records, record keeping, institutional factors, RCCG,

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Introduction

The advent of new technologies has brought significant impacts on people's lives, which is evident in the different technological solutions present from society's different areas and organizations. Keeping records electronically makes life becomes so easy and comfortable. Records are assets as they represent accumulated intellectual capital of organizations Musembe (2016). Without proper records kept, the organization will die a natural death. Dawuda and Azeko (2015) noted that poor record keeping or non-availability of operational records has consequences for the management of resources (human and non-human). A computer- based activity that involves the collection, organization, and categorization of records to facilitate their management, preservation, retrieval, use and disposition in an organization is known as e-recordkeeping E-recordkeeping is essential to the achievement of set goals and objectives in any formal or informal organization. The advent of new technologies has brought significant impacts on people's lives, which is evident in the different technological solutions present from society's different areas and organizations (Cris, 2021). The church, as a religion organization, without doubt, needs to embrace e-recordkeeping as an Information Communication Technology (ICT) initiative and explore the fast opportunities which it offers.

Every organization is established to achieve set or planned goals and objectives. However, organizations cannot make meaningful decisions without accurate records. It has been observed that most organizations in Nigeria especially churches take the issue of e- record keeping with a low level of seriousness and where it exists, through poor storage facilities and without adequate preservation facilities (Otobo, 2022). This can be recognized as one of the major factors responsible for the collapse of many organizations as decision making, which is one of the major responsibilities of any management, is not properly made, as records are either not properly kept or not accessible. Organizations must understand and be able to manage records and information from creation to preservation and disposition (Brereton, 2016). Records are quite valuable to individuals, organizations, societies and persons to represent day -to-day activities or events. More importantly, e-recordkeeping is quite essential for effective managerial operations in this era of technological advancement. When activities are not documented, whether in organizations or for personal uses, making evaluations or judgement for meaningful plans would definitely become a mirage. Electronic records refer to records created electronically and managed by means of a computer technology. Thus, the management and creation of e-records are done by electronic means (Ngoepe, 2017). Examples of electronic records are: e-mail messages, word- processed documents, electronic spread sheets, digital images, backup tapes and

records that exist on portable media. E-records are created electronically for specific organizational purposes, unlike the traditional means of records keeping, certain skills are required to create and manage records electronically or technologically.

An electronic record is any information created, used and retained in a form that only a computer can process. Electronic records due to its nature can only be generated and preserved by means of a computer. Electronic records cannot be created, stored or processed manually. Electronic records, also often referred to as digital records, are those records that are generated with and used by information technology devices. E-Recordkeeping, on the other hand, is the act of keeping track of the history of a person's or organization's activities, generally by creating and storing consistent, formal records. Recordkeeping is typically used in the context of official accounting, especially for businesses or other organizations electronically (Zoe, 2022). Just as human resources are essential to the actualization of organizational goals and aspirations, e-record, as a non-human resource, should be properly generated, processed and preserved to achieve meaningful ends in an organization. Electronic records go through phases. They are created, stored or preserved and later disposed when no longer in active use. It is very crucial to ensure that both human and non-human resources are adequately managed to achieve optimal results in an organization. It is therefore, important that electronic records should be well managed. E-recordkeeping practices involve the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions (ISO 15489-1, 2016).

The life of a record and likewise e-records go through phases starting from when it is created or received by an organization, through to its usage, maintenance and finally, disposal (the National Archives of the United States of America in the 1930s.). The life-cycle of a record is a basis on which a record management system is based, as the system stipulates the procedures and processes that organizations need to follow at each phase of the record's life-cycle. Efficient life-cycle management of records is a key concept in records management. If institutional bodies do not control records through the earlier stages of their life-cycle, records that have low administrative value are kept too long and those of archival value cannot be identified and safeguarded (National Archives and Records Service of South Africa, 2007).

Institutional factors refer to those factors associated with work itself or work environment (Karega, 2013). Institutions can also be viewed as rules of the game in a society and humanly devised constraints structuring political, economic and social interactions. Therefore, it is quite clear that factors such as policy, budgeting, training

and motivation affect e-record keeping practices in organizations. In majority of government arms, ministries and agencies, it is very sad to note that it is very difficult to get required or needed information owing to the singular fact that records are not properly kept in such organizations, and when such records are available, they are either incorrect or unavailable (Lambe, 2024). Similarly, even in some churches or privately-owned organizations, workers or clerics find it extremely difficult to supply necessary records on demand. Such records are declared unavailable or inaccurate, even when available. Alegbeleye cited by Allison (2022) said organization rarely survive without making records of their own activities. Also, institutional factors affect e-recordkeeping activities in religious organizations. Institutional factors play a very vital role in our conducts as human beings. No doubt, peoples' behaviors are influenced by certain religious beliefs.

A policy presents the frame work that guides the operations of any organization. Mseyamwa (2006), Ssendagire (2009) and Dike (2009) found that factors such as poor salaries, lack of resource and bad working conditions affect record keeping adversely. If adequate funds are not made available, effectiveness in keeping records electronically will be negatively affected. The church specifically, is not faring well in the aspect of keeping records electronically due to the fact that enough financial resources are not committed to e-recordkeeping practices. Central to the achievement of set goals and objectives in the church, is the need for timely and regular trainings for clerics. According to Bhuasiri et al. (2012), providing support, equipment accessibility, and training are important issues for records keepers in an organization. The need for training on modern e-records keeping practices cannot be underestimated. Deci (2000) revealed that motivation of clerics influences their performance at various levels: when their motivation is very low, their performance declines whereas, when their morale is high, their ability to perform is high. Motivating clerics no doubt will enhance positive work delivery as regards keeping records electronically. E- Recordkeeping practices will become a worthwhile affair, if e-records keepers are provided with necessary working tools, well motivated, adequately trained and re-trained and well carried along in the scheme of things relating to church affairs. As important as other factors are, adequate funding is needed for effective e-recordkeeping practices. Funds will be required to purchase service and maintain electronic gadgets used for e-recordkeeping. E-recordkeeping practices can be influenced by institutional factors

Realistically, the advent of Information Communication Technology (ICT) has impacted positively in no small measure on the social, religious, economic, political conditions of individuals, countries and corporate organizations. Electronic Records Management, as a field of management, is responsible for the efficient and systematic control of the

creation, maintenance and usage of records including the processes for capturing and maintaining evidence of and information about transactions activities and other operational activities in the form of keeping records electronically. Therefore, when clerics get more support from their churches they are more likely to be satisfied and less stressed (Cho & Yu, 2015). Scoh (1995) opines that institutions are recognized structures in the society that have attained a great degree of resilience, composed of cultural- cognitive, normative and regulative elements that together with associated activities and resources, provide stability and meaning to social life. Certain institutional factors come to play at recordkeeping practices as a management practice. Thus, policy, budgeting, training and motivation as institutional factors, play significant roles in determining or sharpening the e-record keeping efforts of organizations. Essentially, “institution” governs the behavior of individuals, a set of people or organizations. In conclusion, records serve as evidence of the past to make decision for the present and to plan for the future. Anything received or created by the aids of computer for the use of an organization is called e-recordkeeping, institutional factors is the pattern, custom or norms that are laid down in an organization to shape the workers mind to accomplish their goals and objectives.

Pastor Enoch Adejare Adeboye, a Doctor of Philosophy degree holder in hydrodynamics, took over as the General Overseer after he was confirmed by the posthumous reading of late Akindayomi’s sealed pronouncement as his successor. The Church has experienced astronomical growth in terms of members and infrastructural development across the country after Pastor Adeboye had taken over as the new General Overseer (Lambe, 2024). The church objectives and goals (vision and mission) are: to make heaven, to take as many people as possible with them, to have a member of RCCG in every family of all nations. The mission of the church is an expression of how RCCG shall get the vision accomplished. It is the strategy to employ to fulfil the vision. These are: Holiness will be a lifestyle; churches shall be planted on every street, in every city, town and community in all nations of the world. These goals will be pursued until all nations of the world are reached for Jesus Christ. The motto of the church is “Jesus Christ the same yesterday, and today, and forever” Heb 13v8 while the core values of the church are: Holiness, Accountability, Responsibility, Resourcefulness and Sacrifice (Adeboye, 2023).

Statement of the Problem

Many organizations in Nigeria including churches are adopting e-recordkeeping system to promote efficiency and effectiveness in their day to day operations. Specifically, e-recordkeeping practices ensure the control over the creation, capturing and storage of records so that files are never removed from their locations without authorization and

detection especially when there is audit trail. This has also made RCCG to adopt keeping of church records in electronic forms as a policy. Specifically, the policy provides that the creation and reception of church records should do electronically. However, this policy seems to be yielding undeserved results due to the institutional factors such as: inadequate training of clerics as manpower, lack of proper motivation, inadequate provision of storage facilities for e-records affect e-recordkeeping practices. Expectedly, the institutional factors are affecting the realization of the overall objectives and goals of the administrative arm of the RCCG, Ogun State.

It has been established in the literature that institutional factors affect clerics' productivity. It must also be stated that the literature reviewed showed that most barriers to the implementation of e-recordkeeping policy and e-recordkeeping practices in an organization are related to institutional issues (Neben, 2014). It is this lacuna in knowledge that this research would like to fill. Therefore, it can be hypothesized that institutional factors in terms of technical support, administrative support and financial support may have direct influence on e-recordkeeping practices but this is yet to be empirically tested.

No much research work had been carried out on recordkeeping in relation to the church as an organization in previous times. Also, past research efforts made on recordkeeping did not cover electronic recordkeeping as a modern administrative practice. Past research works were majorly on records keeping specifically, the traditional or manual records keeping system. Equally, these past research efforts did not make use of 'institutional factors' as research variable. All these, therefore suggest that there is a gap to be investigated, thereby making the researcher to carry out an investigative work on "Institutional factors' among clerics in RCCG, Ogun State.

Objective of the Study

The general objective of this study is to investigate the influence of institutional factors and e-recordkeeping practices of clerics in the Redeemed Christian Church of God, Ogun State, Nigeria. The specific objectives of the study are:

1. to ascertain e- recordkeeping practices in the RCCG, Ogun State;
2. to identify the institutional factors affecting the e-recordkeeping practices in RCCG, Ogun State, Nigeria and
3. to examine the influence of institutional factors on the e-recordkeeping in RCCG Ogun State Nigeria.

Research Questions

The under-listed major research questions will be posed to which answers will be sought in the course of the investigation:

1. What are the e-recordkeeping practices in RCCG, Ogun State, Nigeria?

2. What are the institutional factors affecting the e-recordkeeping practices in RCCG, Ogun State?

Hypothesis

The hypothesis was formulated to be tested at 0.05% level of significance:

H₁: Institutional factors have no significant influence on e-recordkeeping practices in the Redeemed Christian Church of God, Ogun state.

Methodology

The research design employed for this study was a descriptive research design. The population for this study consists of 2,236 of all the serving clerics of the Redeemed Christian Church of God Region 12, Ogun State, Nigeria. The sample for the study was gotten using the Taro Yamane formula computation. The sample was 339. Multistage sampling technique was used to select the sample respondents. A validated structured questionnaire was used for data collection. The response rate to the distributive questionnaire was 293 (86.4%) The data so collected were collated, coded, were analyzed using descriptive statistics for research questions while simple linear regression analysis was use for hypotheses using descriptive statistics such as tables, frequency count and simple percentage using SPSS Version 23

Table !: E-recordkeeping practices in RCCG , Ogun State, Nigeria

What are the E-record keeping practices in RCCG, Region 12, Ogun State, Nigeria?	Strongly Agree 4	Agree 3	Disagree 2	Strongly Disagree 1	Mean	SD
Electronic Records Authorization and Organization					3.17	.63
RCCG Region 12 has designated officers with the responsibility of carrying out e-recordkeeping practices in their parishes.	129(44.0%)	114(38.9%)	19(6.5%)	31(10.6%)	3.16	.95
RCCG Region 12 has incorporated its electronic recordkeeping activities into a formation management programme	107(36.5%)	133(45.4%)	21(7.2%)	32(10.9%)	3.08	.93
Adequate budget is made available for e-recordkeeping practices in	83(28.3%)	134(45.7%)	33(11.3%)	43(14.7%)	2.88	.99

RCCG Region 12.						
There is a policy governing e-recordkeeping in RCCG Region 12	115(39.2%)	143(48.8%)	17(5.8%)	18(6.1%)	3.21	.81
Records Creation and Capture						
Officers (clerics) capture all church electronic records in RCCG Region 12.	132(45.1%)	131(44.7%)	12(4.1%)	18(6.1%)	3.29	.81
RCCG Region 12 uses a file classification for e-recordkeeping for identification.	86(29.4%)	167(57.0%)	13(4.4%)	27(9.2%)	3.06	.84
E-records are created in every service day in the church based on the activities held in such day	97(33.1%)	139(47.4%)	28(9.8%)	29(9.9%)	3.04	.91
E- records generated in the church is captured for the future decision making purposes.	129(44.0%)	138(47.1%)	13(4.4%)	13(4.4%)	3.31	.76
Maintenance of Electronic Records						
There is a policy governing e-recordkeeping practices in Region 12	102(34.8%)	162(55.3%)	15(5.1%)	14(4.8%)	3.20	.74
Specialized training (indoor) is regularly provided for optimal performance in the parish	107(36.5%)	144(49.1%)	19(6.5%)	23(7.8%)	3.14	.85
Records inventory is mandatory in RCCG Ogun State Region 12, to guide records keeping practices	86(29.4%)	173(59.0%)	15(5.1%)	19(6.5%)	3.11	.77
E-recordkeeping is well embraced and implemented in RCCG Ogun Region 12	81(27.6%)	119(40.6%)	45(15.4%)	48(16.4%)	2.80	1.02
Records Retention Schedule						
There are retention schedules for clerics' records in RCCG Region 12 Ogun State. (Mission)	125(42.7%)	140(47.8%)	15(5.1%)	13(4.4%)	3.29	.76
RCCG Region 12 has a retention scheduled that covers all core operational records	80(27.3%)	168(57.3%)	19(6.5%)	26(8.9%)	3.03	.83
All electronic records are destroyed	48(16.4%)	123(42.0%)	58(19.8%)	64(21.8%)	2.53	1.0

strictly based on the records and disposal schedule						
Clerics records are properly stored by the organization (Mission) archives	113(38.6%)	148(50.5%)	17(5.8%)	15(5.1%)	3.23	.77
Access to Electronic Records						
The Parish controls, logs and track, access to electronic and paper records	90(30.7%)	136(46.4%)	37(12.6%)	30(10.2%)	2.98	.92
RCCG Region 12 has a system in place to prevent unauthorized access to paper and e-records management practices	90(30.7%)	168(57.3%)	22(7.5%)	13(4.4%)	3.14	.74
E-records are regularly updated in RCCG, Region 12 to ensure access and usage by would be users	83(28.3%)	171(58.4%)	25(8.5%)	14(4.8%)	3.10	.74
Risk Management						
The RCCG Region 12 has proactive measures for risk management on ground for electronic recordkeeping practices	58(19.8%)	173(59.0%)	39(13.3%)	23(7.8%)	2.91	.80
RCCG region 12 has identified its vital records as part of its operational continuity plan.	82(28.0%)	176(60.1%)	24(8.2%)	11(3.8%)	3.12	.71
RCCG Region 12 has a disaster plan for its e-records	44(15.0%)	157(53.6%)	52(17.7%)	40(13.7%)	2.70	.89
There are fire detecting equipment available to the office in RCCG Region 12	50(17.1%)	154(52.6%)	51(17.4%)	38(13.0%)	2.74	.89
There are fire fighting equipment to stop fire outbreak in RCCG Region 12	44(15.0%)	157(53.6%)	52(17.7%)	40(13.7%)	2.70	.89
Guidance and Training						
Records keepers with routine recordkeeping practice duties receive training on e-record maintenance and records disposition	66(22.5%)	177(60.4%)	26(8.9%)	24(8.2%)	2.97	.80

RCCG Region 12 provides training materials on records management to ensure best practices for clerics	68(23.2%)	168(57.2%)	30(10.2%)	27(9.2%)	2.95	.84
RCCG Region 12 provides hands -on experiences to officers (clerics) on the best way to maintain e-recordkeeping practices	63(21.5%)	168(57.3%)	32(10.9%)	30(10.2%)	2.90	.85
RCCG Region 12 allocates funds for the training	44(15.0%)	148(50.5%)	47(16.0%)	54(18.4%)	2.62	.95
RCCG Region 12 evaluates training given each year to ensure improvement	58(19.8%)	160(54.6%)	37(12.6%)	38(13.0%)	2.81	.90
Both onsite and offsite training are provided for in RCCG Region 12	53(18.1%)	160(54.6%)	41(14.0%)	39(13.3%)	2.77	.90
E- Records Preservation						
RCCG has a specific policy for e-records preservation	68(23.2%)	186(63.5%)	26(8.9%)	13(4.4%)	3.05	.71
Refreshing of e-records is routinely practiced in RCCG region 12	59(20.1%)	180(61.4%)	31(10.6%)	23(7.8%)	2.94	.79
Records conversion as a preservation technique is routinely practiced in RCCG Region 12	60(20.5%)	169(57.7%)	35(11.9%)	29(9.9%)	2.89	.84
E-record Keeping Practices(Overall Mean = 3.0, Standard Deviation = 0.51)						

Source: Authors computation (2023)

Table 2: Institutional factors affecting the E- record keeping practices in RCCG

Institutional factors affecting the E- record keeping practices in RCCG	Strongly Agree	Agree	Disagree	Strongly Disagree	Mean	SD
Tick the correct options:						
Budget					3.24	.41
RCCG, Ogun State, Region 12 has competent officers in its budget and audit	85(29.0)	174(59.4)	24(8.2)	10(3.4)	3.14	.70

unit who control the financial activities relating to e-recordkeeping.						
RCCG, Ogun State, Region 12 has an annual budget devoted to the management of electronic records.	60(20.5)	190(64.8)	21(7.2)	22(7.5)	2.98	.76
The fund allocated to e- record in RCCG Region 12 has always been used by e-record keepers (clerics) effectively.	52(17.7)	183(62.5)	31(10.6)	27(9.2)	2.89	.80
RCCG, , Region 12, Ogun State, is sufficiently funded as evidenced in the discharge of it's e-recordkeeping practices.	55(18.8)	173(59.8)	36(12.3)	29(9.9)	2.87	.83
The amount of budgetary allocation for e-recordkeeping practices in RCCG, Ogun State, Region 12 is commendable	53(18.1)	167(57.0)	33(11.3)	40(13.7)	2.80	.90
Policy					3.04	.63
There is a well-structured policy in place to ensure that e-records keeping is sustained	75(25.6)	187(63.8)	14(4.8)	17(5.8)	3.09	.73
The policy on e-records management practices is regularly updated by the authorities in RCCG, Ogun State, Region 12.	77(26.3)	180(61.4)	18(6.1)	18(6.1)	3.08	.75
RCCG Region 12,Ogun state has a policy that facilitates keeping of records electronically.	79(27.0)	179(69.1)	12(4.1)	23(7.8)	3.07	.79
RCCG, Ogun State, Region 12's policy on electronic record keeping is comprehensive	66(22.5)	182(62.1)	23(7.8)	22(7.5)	3.00	.78
RCCG Region 12; Ogun State has a robust policy on the management of electronic records.	66(22.5)	175(59.7)	23(7.8)	29(9.9)	2.95	.84
Training					2.82	.65
The economic condition of the country does not affect the release of funds for the training on E-recordkeeping practices in RCCG Region 12 for clerics	76(25.9)	147(50.2)	38(13.0)	32(10.9)	2.91	.91
RCCG, Region 12 has a training programme for record keepers (clerics) in electronic recordkeeping	57(19.5)	173(59.0)	28(9.6)	35(11.9)	2.86	.87

RCCG, Ogun State, Region 12 clerics receive special training on keeping records electronically	47(16.0)	175(59.7)	46(15.7)	26(8.5)	2.83	.80
RCCG, Ogun State, Region 12 has on-the-site training for clerics on e-recordkeeping training	48(16.4)	173(59.0)	37(12.6)	35(11.0)	2.80	.85
Training is regularly carried out on how to effectively disseminate information on records management practices to would-be users	47(16.0)	171(58.4)	40(13.7)	35(11.9)	2.78	.86
RCCG, Region 12 sends clerics for off- site training each year on electronic records management practices to update themselves on modern e-recordkeeping practices	50(17.1)	165(56.3)	36(12.3)	42(14.3)	2.76	.90
Motivation					2.72	.76
Salaries and others allowances are paid as when due in the RCCG Region 12 to clerics as e-records keepers	70(23.9)	154(52.6)	30(10.2)	39(13.3)	2.87	.93
E -records keepers are well motivated in RCCG Region 12 through the provision of a good working environment as their rewards and bonuses are paid on time	56(19.1)	162(55.3)	44(15.0)	31(10.6)	2.83	.86
RCCG, Ogun State, Region 12 has adequate funds available for annual bonus for e-records keepers (clerics)	41(14.0)	145(49.5)	55(18.7)	52(17.7)	2.60	.94
RCCG, Ogun State, Region 12 gives incentives to those who attend electronic records training programme to boost performances	41(14.0)	141(48.1)	60(20.5)	5(17.4)	2.59	.94
institutional factors affecting (Overall Mean = 2.96, Standard Deviation = 0.48)						

Source: Author's computation (2023)

Findings revealed that e-recordkeeping practices had a grand mean of 3.0, on a scale of 4, indicating that RCCG, Ogun State generally adopts various practices in safeguarding. The result analysis shows generally that there are various institutional factors affecting e-recordkeeping practices positively in RCCG, Ogun State based on mean score on a scale of 4. The result of the hypothesis revealed that institutional factors had positive

significant influence on e-recordkeeping practices ($\beta = .687$, $t(291) = 16.114$, $p < 0.05$) had a positive significant influence on e-records keeping practices in the Redeemed Christian Church of God region 12, Ogun state. The F-test (1, 291) is 259.651.

Table 3 Simple Regression Analysis on Institutional Factors and e-records keeping practices

	Unstandardized Coefficients		Standardized Coefficients	T	Sig.
	B	Std. Error	Beta		
(Constant)	.854	.135		6.329	.000
Institutional Factors (IF)	.726	.045	.687	16.114	.000

Dependent Variable: E-records keeping practices (ERP). $F(1, 291) = 259.651$, $p = 0.000$. $R^2 = .472$, $Adj. R^2 = .470$

Source: Author's computation (2023)

The result of hypothesis revealed that institutional factors ($\beta = .687$, $t(291) = 16.114$, $p < 0.05$) had a positive significant influence on e-recordkeeping practices in the Redeemed Christian Church of God region 12, Ogun state. The F-test (1, 291) is 259.651. This shows that there is sufficient evidence to substantiate the model's usefulness in predicting e-records keeping practices. The R^2 (0.472) of the regression model indicates that 47.2% of the variation in e-records keeping practices is explained by institutional factors. Therefore, the null hypothesis was rejected. The finding suggests that institutional factors are vital to the sustaining of e-records keeping practice in the Redeemed Christian Church of God Ogun state.

Discussion of the Findings

Research Question One: What are the e-recordkeeping practices in RCCG Region 12, Ogun State, Nigeria?

The findings of research question one revealed that e-recordkeeping practices had a grand mean of 3.0, on a scale of 4. This indicates that generally RCCG, Ogun State, Nigeria adopts various practices to manage their e-records. Conversely, Norman et al (2021) concurred with the result that the advent of new technologies has brought significant impacts on people's lives, which is evident in the different technological solutions presented from society's different areas and organizations. Nwaomah et al (2021) also agreed and submitted that there is a need for record managers – pastors or church leaders, who directly handle records, to influence records generation and management in their respective assignments. Zarah (2019) maintained that e-

recordkeeping practices build knowledge and facilitate productivity in an organization. Records creation and capturing in RCCG are well ensured; clerics are aware of electronic records and ensure easy identification of e-recordkeeping.. Aboki (2014) agreed that information is a fundamental resource for both formal and informal organization and can be maintained and enhanced through appropriate recordkeeping practices. In the RCCG, designated officers are saddled with the responsibility of carrying out e-recordkeeping practices, incorporating electronic recordkeeping activities into a formation management programme and providing adequate budget for e-recordkeeping. Therefore, the RCCG should see records not be too expensive to keep. This means that the financial cost of collecting, analyzing, synthesizing, storing and retrieving records should be made affordable by the church authority.

Research Question Two: What are the institutional factors affecting the e- recordkeeping practices in the RCCG, Ogun State?

The finding from research question two shows generally that, there are various institutional factors affecting the E- recordkeeping practices in the RCCG , Ogun State. This suggests a high level of institutional supports for e- record keeping practices in the RCCG , Ogun State, and that there is high availability of competent officers in its budget and audit unit and adequate allocation of funds for e-recordkeeping practices in RCCG. It was also found that the RCCG, Ogun State has appropriate electronic record keeping policies in place for regulating electronic record keeping. It was well recognised that the RCCG , Nigeria constantly provides on-the-job and off-the-job training programmes on e-recordkeeping for staff. RCCG shows commitment to regular payment of salaries and allowances, on-time payment of rewards and bonuses, ensuring availability of funds for annual bonus for e-records keepers and provision of incentives for attendance of trainings on e-records training. Karega (2013) agreed that factors such as poor salaries, lack of resources and bad working conditions to have lowered staff morale and levels of commitments in an organization Deci (2000) concurred that motivation of workers influences staff performance at various levels: when their motivation is very low, their performance declines, whereas, when their morale is high, their ability to perform becomes high.

Hypothesis One: Institutional factors have no significant influence on e- recordkeeping practices in the Redeemed Christian Church of God, Ogun State.

Hypothesis one, which states that Institutional factors have no significant influence on e- recordkeeping practices in the Redeemed Christian Church of God,Ogun state, Nigeria was tested to determine the influence of e-recordkeeping practices. Institution factors are formal practices, processed or culture within an institution that must be

understood by records keepers and project executors in an organization. (Maureen, 2020; Poon,2013) agreed that Institutional factors in terms of support are the allocation of dedicated services to support and assist record keepers (clerics) and facilitators throughout the development and use of e-records for attainment of objectives and goals of the organization. This includes records creation and capturing, maintenance of electronic records, records retention schedule, access to electronic records, risk management, guidance and training and e-records preservation. ISO15489-1:2016E (2016) supported the fact that records policies and procedures manuals in organizations enhance efficiency, effectiveness and accountability. The study revealed again that policy, budget, training and motivation were significantly strong positive factors. It implies that the respondents paid attention to the institutional factors. This is supported by the works of Lee et al. (2011), who similarly found that institutional factors were important factors influencing staff satisfaction. Ferreira and Fernandes (2017) agreed that, motivation, budget as well as capabilities are sources of competitive advantage for organizations. Organizations grow when resources and new technologies are put into production (Baten, 2016) agreed that institutional factors are essential in ensuring performance of organizations.

Conclusion and Recommendations

The study contributes to the growing literature on the role of institutional factors on e-recordkeeping practices in religious organizations it was concluded that institutional factors enhanced e-recordkeeping practices in religious organizations would support efficient and effective administrative practices Based on these findings it was recommended that Funds should be made available by the authorities of the RCCG, for clerics, who want to update themselves in the area of e-recordkeeping practices, the educational units of the RCCG (Redeemers' Bible College, Redeemers' School of Mission among others) should ensure that they introduce e-recordkeeping as a course into their curriculum for training clerics and administrative staff to have adequate knowledge of e-recordkeeping practices. and the policy makers of the arms of the church (Redeemed Christian Church of God) need to maximize the impact of e-recordkeeping practices in order to safeguard the records of the church Redeemed Christian Church of God,

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