

# Design of ICT Framework to Manage the Records Electronically in the Government Offices of Botswana

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## **EXECUTIVE SUMMARY**

*The proposed framework is set up to guarantee that record keeping is considered when planning and actualizing ICT systems. The joining of record keeping usefulness in ICT frameworks is best practiced with regards to system planning, design, testing, implementation, and review. Integration of functionality of electronic records management functionality in ICT framework addresses to which extent existing ICT frameworks have been coordinated with records. The framework is pointed expressly at looking over 'master' application systems (for instance, HR, budgetary organization, or case the board structures). Regardless, it may similarly be used for assessing the arrangement and errand of employments, for instance, attempted substance organization structures that are proposed to supervise unstructured electronic records (messages, word-arranged reports, spreadsheets, etc.) consistent with the administrator's standards.*

## **INTRODUCTION**

The word bank (2012) placed that records bolster all business capacities and are basic to the evaluation of strategies and programmes and to the analysis of individual and authoritative execution. They further brought up that without dependable records, government can not regulate equity and can not deal with the state's assets, its income or its common administrations. It can not convey administrations, for example, training and human services to its people. Without exact records and viable frameworks to deal with these records, governments cannot be responsible for their decisions and activities and the rights and commitments of citizens and corporate bodies cannot be maintained. IMRT (2013) contends that "If government are to be straightforward and responsible and citizens are to draw in with their legislatures definitively, at that point on-going access to solid, precise and genuine records is fundamental".

The National Archives and Record Services Act of 1978 (NARS) act gives the Botswana National Archives and Record Service (BNARS) the command to control public sector records of Botswana from their creation until demeanor. The National Archives and Record Services Act of 1978 (as amended in 2007) (NARS Act), shows a progressively wide meaning of a records by characterizing a record as "any electronic records, original copy, paper, picture, painting, report, register, printed material book, map, plan, drawing, photo, negative and positive pictures, photocopy, microfilm, cinematograph film, video tape, magnetic tape, gramophone record or other translation of language, picture or music, recorded using any and all means fit for proliferation and paying little attention to physical structure and attributes".

Williams (2013) further calls attention to that there are two different ways of characterizing a record - the restrictive and comprehensive ways. It offers a severe and elite translation and depends on the requirement for records to give bona fide, solid and auditable proof of exercises and occasions. Further, Williams (2013) takes note of that the comprehensive definition, which is upheld dominantly by expert affiliations, gives a more extensive order of records and files. It perceives that by and by associations create and rely upon a lot of data and information for the effective and responsible administration of their issues. Macdonald (2010) has likewise contended that as information alludes to any recorded data paying little attention to media, it additionally pursues that data management is the utilization of the administration standards of arranging, sorting out, coordinating and controlling the recorded data possessions of an association. The Association of Records Managers and Archivists (ARMA) (2008) characterizes a record as "any recorded data, paying little heed to medium or attributes, made or gotten and held by an association in compatibility of lawful commitments or in the exchange of business— and the non-record data that help and archive those practices".

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