



**RECORD MANAGEMENT PRACTICES AND PERFORMANCE OF GOVERNMENT  
CONTRACTS OF LAKE BASIN DEVELOPMENT AUTHORITY IN KISUMU  
COUNTY, KENYA**

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**ABSTRACT**

The general objective of this study was to examine the influence of record management practices on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. Specifically, to assess influence of record storage and archiving on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya and to examine the influence of record retrieval on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. This study was guided by the life cycle theory, feedback intervention theory, legitimacy theory and records continuum theory. This study adopted a descriptive research design. The study targeted 137 county employees including county secretary, deputy county secretary, CECs, Chief officers, directors, deputy directors, assistant directors and office secretaries. Due to the small size of the study population, the census sampling approach was used. Therefore, the sample size for the study was 137 respondents. This research used a questionnaire to collect primary data. Fourteen questionnaires were piloted that represented 10% of the target population. The study collected quantitative data which was analysed using descriptive and inferential statistics using the Statistical Package for Social Sciences (SPSS) version 24. Multivariate linear regression was used to determine the relationship between the dependent and independent variables. The study concludes that storage and archiving has a positive and significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. The study also concludes that record retrieval has a positive and significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. From the results, this study recommends that the Lake Basin Development Authority should continue to prioritize the development and implementation of robust record management policies. Clear and comprehensive policies should be established for record filing, storage, archiving, retention, and retrieval, with a focus on compliance with relevant regulations and industry best practices.

**Key Words:** Record Management Practices, Government Contracts, Record Storage, Record Retrieval

## Background of the Study

The public service plays an indispensable role in any country's socio-economic development, OECD (2017). The Public services are those that are funded from public taxes and are delivered by the state or on behalf of the state, for example, the quasigovernment institutions or private sector companies. Although often referred to as single entity, the public sector is not a homogeneous body, but is in sub-sectors and includes: Central Government, Other Government agencies, Local Authorities (County Governments), public universities and colleges amongst others, Njie (2018). Some of the public sector services delivered includes; health & social services, provision of water and sanitation, environmental conservation, national security, education, registration of persons, immigration services, social housing, etc. Public services are usually at subsidized rates and sometimes free of charge for the benefit of all citizens.

Record management practices, also known as records management, refer to the systematic and organized activities and processes involved in the creation, capture, maintenance, storage, retrieval, and disposal of records within an organization. Records can include a wide range of information in various formats, such as paper documents, electronic files, emails, photographs, and more (Moemi & Rotich, 2018). Records are one of the critical organizational assets that pose inherent value beyond the immediate context (Usman & Udensi, 2018). Since they are crucial sources of data, information and knowledge, which they form the basis upon which organizations make their decisions, formulate policies and provide services. The development of any country is therefore pegged on the country's ability to access and use well managed records effectively. In this regards, records become critical in improving an organization's efficiency and effectiveness. Various government across the globe have faced challenges in the management of their records, this has consequently affected the quality of service delivery in their public institutions ( Okoli & Onuigbo, 2019).

Records are valuable administration instruments without which an institution's operational functional and processes cannot be efficiently carried out. For instance, a successor to a certain organizational rank may need the institution's records to find his or her bearing when he or she takes over the new position. The new employee or successor can use such records to decide whether he or she will continue with the previous organizational leader's practices and techniques or modify them (Abdulrahman, 2015). Records play various roles in organizational administration because administrators and managers use them on routine basis to carry out various administrative roles such as decision making. Recorded information helps in enlightening and educating organizational managers and administrators on matters relevant to the organization. Records can also help in strategic plans and successful implementation of organizational processes. They can also serve as sources of research for information that can be used as evidence. Timely access of recorded information is essential for decision-making, planning, and organizational control. Public institutions in Kenya create, keep, and use records in their every day basis for administrative, legal, and audit functions among other purposes (Coetzer, 2019). This study sought to examine the influence of record management practices on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

The Lake Basin Development Authority (LBDA) is a statutory body established in Kenya in 1979 under the Lake Basin Development Authority Act. It was created with the aim of promoting and coordinating the development of the Lake Basin region in western Kenya. The authority plays a pivotal role in spearheading economic, social, and environmental development within the Lake Victoria Basin and its environs. LBDA's mission is to facilitate sustainable socio-economic development by harnessing the resource potential of the Lake Victoria Basin. It

is responsible for coordinating and implementing development projects in various sectors, including agriculture, water resources management, infrastructure, and environmental conservation. This includes initiatives such as irrigation schemes, fish farming, and infrastructure development (LBDA, 2022).

One of the primary functions of LBDA is to mobilize resources and invest in projects that can uplift the living standards of the people in the Lake Basin region. These projects aim to enhance food security, reduce poverty, and create employment opportunities, particularly for the rural population. The authority collaborates with various stakeholders, including government ministries, county governments, development partners, and local communities, to ensure the success of its initiatives. Water resource management is a significant focus of LBDA. The Lake Victoria Basin is a critical source of water for the region, and LBDA plays a vital role in managing and conserving these water resources. This includes efforts to protect the lake's water quality, prevent pollution, and ensure sustainable use of water for irrigation and domestic purposes (LBDA, 2021).

In addition to its development projects, LBDA is actively involved in promoting environmental conservation within the Lake Victoria Basin. The authority takes part in initiatives to preserve wetlands, control soil erosion, and promote reforestation to maintain the ecological balance of the region. LBDA also facilitates trade and economic development in the Lake Basin by promoting investment and providing support to industries. The authority's efforts in infrastructure development, including roads and ports, contribute to improved connectivity and accessibility within the region, thereby enhancing economic activities and trade (LBDA, 2022).

### **Statement of the Problem**

The Economic Recovery Strategy for Wealth and Employment Creation (ERSWEC) (2003 - 2007) Policy Paper stated that the public sector service had become a bottleneck to overall development in Kenya therefore the public sector in Kenya has not been graded as matched to tax payers' with regard to expectations. A review of the Lake Basin Development Authority's Integrated Regional Development Master Plan (IRDMP) for period 1985-2005 in 2013 revealed that Lake Basin Development Authority only managed to implement 48% of the activities, Wafula (2019). The IRDMP is a long range plan systematizing development needs of the communities within the region, delivered in segmented plans of five years over the twenty-year period to ensure regional balance in the country's socio-economic development. The review led to the development of a more focussed Strategic Plan (2012- 2017) and a need for undertaking the second regional master plan, Lake Basin Development Authority, 2019). Research has shown that record management practices influence contract performance

Various studies have been conducted record management practices. For instance; Nyamwau (2018) conducted a study on records management practices in the administration of public institutions in Kenya: a case study of Kenya Reinsurance Corporation limited. Ebehireime (2022) conducted a study on Records Management Practices as Correlates of Job Performance of Registry Staff in some selected Tertiary Institutions. Nevertheless, none of these studies showed the influence of record management practices on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. To fill the highlighted gaps, the current study sought to examine the influence of record management practices on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

## **General Objective of the Study**

The general objective of this study is to examine the influence of record management practices on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

## **Specific Objectives of the Study**

- i. To assess influence of record storage and archiving on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.
- ii. To examine the influence of record retrieval on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

## **Theoretical Review**

### **The Life Cycle Theory**

The Life Cycle Theory is a foundational concept in the field of records management, developed by Theodore R. Schellenberg in the early 1950s. It provides a structured framework for understanding the various stages that records go through from creation to disposal. This theory has significantly influenced modern record-keeping practices and is closely linked to effective record management.

The Life Cycle Theory of records management entails that records have a specific life cycle, consisting of several distinct phases. First is the creation phase, where records are generated to document various activities, transactions, decisions, or business processes. Next, records are classified, organized, and indexed, ensuring easy retrieval and access. During the utilization and maintenance phase, records are actively used to support daily operations and decision-making, and they are regularly maintained and updated.

The theory further outlines the retrieval and access phase, emphasizing the need for efficient processes to ensure that records are readily accessible to authorized users. Appraisal is a crucial phase where records are assessed to determine their value to the organization, guiding decisions on which records should be retained, archived, or disposed of based on various criteria, including legal, regulatory, historical, or operational considerations. Records with long-term value are preserved during the retention and preservation phase, involving the transfer of physical records to archives or digital preservation.

Lastly, the disposal phase is the stage where records that have reached the end of their retention period or are no longer needed are securely disposed of according to established policies. The Life Cycle Theory is intrinsically linked to record management practices, serving as the foundation for the development of strategies, policies, and procedures. It guides record managers and archivists in making decisions about how to categorize and store records, establish retention periods, and ensure the preservation of valuable records for historical or legal purposes. Compliance with legal and regulatory requirements, as well as the efficient use of storage space, is facilitated by the principles outlined in the Life Cycle Theory.

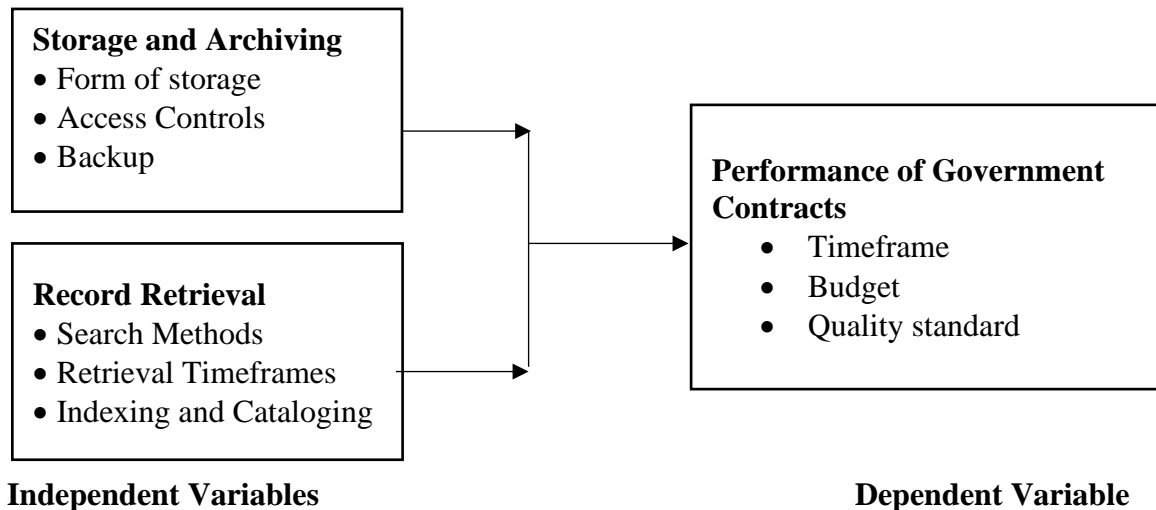
### **Records Continuum Theory**

The Records Continuum Theory, an influential concept in the field of records and information management, was developed by Frank Upward in the late 20th century. This theory was introduced in the 1980s and has since become a key framework for understanding how records exist and evolve within organizations. The Records Continuum Theory challenges the traditional view of records as discrete, standalone entities and introduces the idea that records exist on a continuum. It recognizes that records, in both physical and digital formats, are not distinct from non-records but are part of a spectrum of information

Records begin as documents created in the course of an organization's activities. These documents can be in various formats, such as paper, electronic, or audiovisual. As documents progress in their usefulness, they may gain "record status." This transition often depends on contextual factors, such as the organization's business processes, legal requirements, or their significance for decision-making. During the recordkeeping stage, records are actively managed and maintained to ensure their authenticity, reliability, and compliance with regulations. This is where traditional records management practices come into play. Records with long-term value may transition to the archiving stage, where they are preserved for historical, legal, or research purposes. Archiving typically involves ensuring the records' accessibility and durability.

### Conceptual framework

A conceptual framework is a logically developed, described and elaborated network of interrelationships among variables integral in the dynamics of a situation being investigated (Mugenda & Mugenda, 2014). It explains the theory underlying these relationships and describes the nature and direction of these relationships. The conceptual framework shows the interrelationships among the independent variables and dependent variable. Figure 2.1 presents the conceptual framework for this study



**Figure 2.1: Conceptual Framework**

### Record Storage and Archiving

Record storage and archiving are essential components of effective information management, ensuring that valuable documents and data are retained securely, organized, and accessible when needed. These processes encompass a range of strategies and practices to manage records efficiently over time (Mphunda & Mnjama, 2022).

Effective record storage involves a systematic approach to managing active and semi-active records. Active records are those frequently accessed and require quick retrieval, while semi-active records are needed less frequently but are still important to keep on hand. These records can be stored in various formats, such as paper files in filing cabinets or digital files in electronic document management systems. It's crucial to establish clear guidelines for categorization, indexing, and file naming to facilitate efficient retrieval. Physical storage options often include climate-controlled rooms or off-site facilities to protect documents from environmental factors like humidity, temperature, and pests (Janssen, 2017).

Archiving is the process of moving records that are no longer actively used but must be retained for legal, historical, or compliance purposes to a separate, long-term storage location. This could be in physical archives, digital archives, or both. Archiving ensures that these records are preserved and accessible if needed for reference, audit, or legal compliance. It's essential to establish archiving policies that dictate which records should be archived and the criteria for their retention. Digital archiving often involves converting physical documents to digital formats and then securely storing them, which can save space, improve accessibility, and ensure long-term preservation (Kibe, Kwanya & Owano, 2020).

### **Record Retrieval**

Record retrieval is a crucial aspect of effective document management, whether in a physical or digital environment. It involves the systematic and organized process of locating and accessing specific records or information when needed (Adom-Nyankey & Andoh, 2022). Efficient record retrieval ensures that businesses can access essential data promptly, leading to increased productivity and informed decision-making. Retrieving records often involves searching for specific information. In a digital environment, advanced search functions within document management software allow users to search by keywords, document attributes, or metadata. For physical records, organized storage and clear labeling are key. Additionally, traditional search techniques like alphabetization, chronological ordering, or categorization by topic can be useful (Ebehireime, 2022).

Access to records should be controlled to ensure that only authorized personnel can retrieve them. This is especially important when dealing with sensitive or confidential information. In digital systems, user permissions and access rights should be set, and for physical records, locked storage facilities or cabinets provide added security. Efficient record retrieval directly impacts response time. In a well-organized system, users can quickly locate and access the information they need, reducing delays in tasks and decision-making processes. This is particularly critical in customer service, legal, or healthcare settings, where quick access to patient records, contracts, or legal documents can be crucial (Odongo & Mwesigwa, 2023).

### **Empirical Review**

#### **Record Storage and Archiving and Contract Performance**

Mphunda and Mnjama (2022) conducted a study to assess the records management programme at Chancellor College, Malawi, using the ARMA Information Governance Maturity Model. The study was an exploratory case design while the approach used was qualitative. The target population of the study was 430 respondents in the five faculties, 25 academic departments, five administrative departments and five academic and research centres. The findings suggested that retrieval of records, especially semi-current records, is problematic due to insufficient storage space and inadequate storage equipment. Based on the findings, the study concluded that using ARMA Information Governance Maturity Model, the level of maturity of the records management programme at Chancellor College is in the developmental stage. The study recommended that Chancellor College should develop and implement records management policy and records retention and disposition schedule, train existing staff and provide resources and equipment for managing records so that records in these systems remain authentic and reliable. It was also recommended that development of a national policy on managing university records by the National Archives and Records Services in Malawi as a whole be done.

#### **Record Retrieval and Contract Performance**

Ebehireime (2022) researched on records management practices as correlates of Job Performance of Registry Staff in some selected Tertiary Institutions in Oyo State, Nigeria. The study covered

three oldest tertiary institutions in Oyo State. The study was conducted using a survey research design. The study's population consisted of 1800 registry employees. Using Krejcie and Morgan's sample size calculation, the sample size was determined to be 317. The questionnaire was utilized as a research tool, which was validated by professionals in the field of study. To evaluate the reliability of the research instrument, a pilot study was undertaken and the Cronbach's alpha reliability test was used to evaluate the data collected. The data acquired through the questionnaire was examined using the SPSS package's frequency distribution and basic correlation analysis. The major findings for the hypothesis revealed there is a significant relationship between record management practices and job performance of registry staff in tertiary institutions in Oyo State ( $r=.357$ ,  $n=313$   $p=0.000$  or  $< 0.05$ ). The null hypothesis was rejected, and the alternative hypothesis was accepted. According to the findings of the research, job performance is critical to achieving the goals and objectives of any institution committed to maintaining high standards of records management practices.

Odongo and Mwesigwa (2023) researched on Record Management Practices and the Performance of Produce Dealers in Lira City. The study adopted a cross-sectional study design, which employed a mixed methods approach of both quantitative and qualitative methods. The study population consisted of 195 respondents, which comprised of produce dealers in Lira City. Both the Simple random sampling technique and purposive sampling technique were used to select a sample of 103 participants. The researcher adopted Self-Administered Questionnaires to collect quantitative data and an interview guide to collect qualitative data. Both descriptive statistics (mean, and standard deviation), and inferential statistics (correlation and regression) were used to analyse numerical data. Content analysis was used to analyse qualitative data. The findings revealed a statistically significant positive relationship between record filling, record retrieval and performance while insignificant relationship was realised between record retention and performance. Further, it was revealed that record filling and record retrieval yields a significant effect on performance while record retention yields insignificant effect on performance

## RESEARCH METHODOLOGY

### Research Design

Kothari (2018) defines research design as the arrangement of conditions of data collection and analysis of data in a manner that aims to combine relevance to research purpose with economy with research procedure. This study adopted a descriptive research design.

### Target Population

This study was conducted in Lake Basin development authority in Kisumu County. The study targeted county secretary 1, deputy county secretary 1, CECs 10, Chief officers 25, directors 20, deputy directors 20, assistant directors 15 and office secretaries 45 totalling to a population of 137. Therefore, the target population for this study was 137 individuals.

### Sample Size and Sampling Techniques

In this study, due to the small size of the study population, the census sampling approach was used. Census sampling is a technique of statistical sampling that involves collecting data from every member of a population (Särndal, Swensson & Wretman, 1992). In a census, every member of the population is included in the sample and data is collected from all of them. Therefore, census approach was appropriate for selecting the sample for this study, and the sample size for the study was 137 respondents.

## **Data Collection Instruments**

This research used a questionnaire to collect primary data. According to Patton *et. al* (2016), a questionnaire is appropriate in gathering data and measuring it against a particular point of view. It provides a standardized tool for data collection. Structured questions were used to collect primary data from the field. Questionnaires were preferred because they are effective data collection instruments that allow respondents to give much of their opinions pertaining to the research problem (Dempsey, 2017).

## **Data Collection Procedure**

The process of data collection started after drafting of the final data collection instruments and receipt of permission from all the relevant authorities. Before embarking on data collection, relevant approvals were obtained. An introductory letter from the university, introducing the researcher to relevant authorities for field data collection was first obtained. This letter was used to obtain the research permit from the National Commission for Science, Technology, and Innovation (NACOSTI).

This researcher also trained two research assistants who were involved in the data collection exercise. They used the drop and pick later technique where respondents were allowed two weeks to fill in the questionnaires. Where need be, respondents were provided additional time to fill the questionnaires. Each research assistant administered questionnaires to the selected respondents. The research assistants were advised to drop the questionnaires and agree on the date of collection with the respondents.

## **Pilot Study**

A pilot test was conducted to assess the questionnaire's validity and reliability of the data that was collected. According to Copper and Schindler (2017), a pilot test is conducted to detect weaknesses in the design and instrumentation and provide a proxy data for selection of probability sample. According to Leedy and Ormrod (2019), a pilot study is an excellent way to determine the feasibility of the study.

The subjects participating in the pilot study will not be included in the final study to avoid survey fatigue. Fourteen questionnaires were piloted that represented 10% of the target population.

## **Data Analysis and Presentation**

The study collected quantitative data from closed- ended questions. The analysis involved both the descriptive and inferential statistics using the Statistical Package for Social Sciences (SPSS) version 24. The collected data was further analyzed using multi linear regression to determine the relationship between the dependent and independent variables. The data presentation was done by use of tables and figures.

## **PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA**

### **Descriptive Statistics Analysis**

### **Record Storage and Archiving and Performance of Government Contracts**

The second specific objective of the study was to assess influence of record storage and archiving on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. The respondents were requested to indicate their level of agreement on the statements relating to record storage and archiving and performance of government contracts



of Lake Basin development authority in Kisumu County, Kenya. The results were as shown in Table 1

From the results, the respondents agreed that efficient record storage and archiving practices are fundamental for maintaining the integrity of government contracts. This is supported by a mean of 4.084 (std. dv = 0.997). In addition, as shown by a mean of 3.917 (std. dv = 0.831), the respondents agreed that properly archived records provide a historical perspective that is valuable for assessing the performance of government contracts. Further, the respondents agreed that inadequate record storage and archiving can lead to data loss and compliance issues in government contracts. This is shown by a mean of 3.858 (std. dv = 0.563).

The respondents agreed that an organized archiving system ensures that important contract documents can be easily retrieved for reference and audit purposes. This is shown by a mean of 3.831 (std. dv = 0.851). With a mean of 3.751 (std. dv = 0.935), the respondents agreed that outdated record storage methods can impede the efficient evaluation of government contract performance. The respondents also agreed that implementing digital archiving solutions can significantly enhance the accessibility and security of government contract records. This is shown by a mean of 3.698 (std. dv = 0.897).

**Table 1: Record Storage and Archiving**

	<b>Mean</b>	<b>Std. Deviation</b>
Efficient record storage and archiving practices are fundamental for maintaining the integrity of government contracts	4.084	0.997
Properly archived records provide a historical perspective that is valuable for assessing the performance of government contracts	3.917	0.831
Inadequate record storage and archiving can lead to data loss and compliance issues in government contracts	3.858	0.563
An organized archiving system ensures that important contract documents can be easily retrieved for reference and audit purposes	3.831	0.851
Outdated record storage methods can impede the efficient evaluation of government contract performance	3.751	0.935
Implementing digital archiving solutions can significantly enhance the accessibility and security of government contract records	3.698	0.897
<b>Aggregate</b>	<b>3.836</b>	<b>0.818</b>

### **Record Retrieval and Performance of Government Contracts**

The fourth specific objective of the study was to examine the influence of record retrieval on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. The respondents were requested to indicate their level of agreement on various statements relating to record retrieval and performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. The results were as presented in Table 2.

From the results, the respondents agreed that efficient and timely record retrieval is crucial for making informed decisions during the execution of government contracts. This is supported by a mean of 3.943 (std. dv = 0.981). In addition, as shown by a mean of 3.866 (std. dv = 0.850), the respondents agreed that a well-structured record retrieval system is essential for assessing the historical performance of government contracts and identifying areas for improvement. Further, the respondents agreed that inadequate record retrieval processes can hinder the ability to track

and evaluate the success and challenges of government contracts. This is shown by a mean of 3.731 (std. dv = 0.914).

The respondents also agreed that accessible and organized records enable organizations to respond effectively to audit requests and inquiries related to government contracts. This is shown by a mean of 3.696 (std. dv = 0.947). With a mean of 3.689 (std. dv = 0.856), the respondents agreed that the availability of archived records plays a significant role in resolving disputes and conflicts that may arise during or after a government contract. The respondents also agreed that the ability to retrieve specific documents or information quickly from archived records is vital for maintaining contract compliance and efficiency. This is shown by a mean of 3.656 (std. dv = 0.783).

**Table 1: Record Retrieval and Performance of Government Contracts**

	Mean	Std. Deviation
Efficient and timely record retrieval is crucial for making informed decisions during the execution of government contracts.	3.943	0.981
A well-structured record retrieval system is essential for assessing the historical performance of government contracts and identifying areas for improvement.	3.866	0.850
Inadequate record retrieval processes can hinder the ability to track and evaluate the success and challenges of government contracts.	3.731	0.914
Accessible and organized records enable organizations to respond effectively to audit requests and inquiries related to government contracts.	3.696	0.947
The availability of archived records plays a significant role in resolving disputes and conflicts that may arise during or after a government contract.	3.689	0.856
The ability to retrieve specific documents or information quickly from archived records is vital for maintaining contract compliance and efficiency.	3.656	0.783
<b>Aggregate</b>	<b>3.788</b>	<b>0.873</b>

**Correlation Analysis**

The present study used Pearson correlation analysis to determine the strength of association between independent variables (record storage and archiving and record retrieval) and the dependent variable (performance of government contracts of Lake Basin development authority in Kisumu County, Kenya) dependent variable.

**Table 3: Correlation Coefficients**

		Perfor mance	Storage And Archiving	Record Retrieval
Performance of Government Contracts	Pearson Correlation	1		
	Sig. (2-tailed)			
Storage And Archiving	N	131		
	Pearson Correlation	.842**	1	
Record Retrieval	Sig. (2-tailed)	.002		
	N	131	131	
	Pearson Correlation	.910**	.179	1
	Sig. (2-tailed)	.000	.081	
	N	131	131	131

The results revealed that there is a very strong relationship between record storage and archiving and performance of government contracts of Lake Basin development authority in Kisumu County, Kenya ( $r = 0.842$ ,  $p$  value =0.002). The relationship was significant since the  $p$  value 0.002 was less than 0.05 (significant level). The findings conform to the findings of Medlin and Green Jr. (2019) that there is a very strong relationship between record storage and archiving and contract performance.

The results also revealed that there was a very strong relationship between record retrieval and performance of government contracts of Lake Basin development authority in Kisumu County, Kenya ( $r = 0.910$ ,  $p$  value =0.000). The relationship was significant since the  $p$  value 0.000 was less than 0.05 (significant level). The findings are in line with the results of Raghupathy (2017) who revealed that there is a very strong relationship between record retrieval and contract performance

### Regression Analysis

Multivariate regression analysis was used to assess the relationship between independent variables (record storage and archiving and record retrieval) and the dependent variable (performance of government contracts of Lake Basin development authority in Kisumu County, Kenya)

**Table 4: Model Summary**

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.934	.872	.873	.10120

a. Predictors: (Constant), record storage and archiving and record retrieval

The model summary was used to explain the variation in the dependent variable that could be explained by the independent variables. The r-squared for the relationship between the independent variables and the dependent variable was 0.872. This implied that 87.2% of the variation in the dependent variable (performance of government contracts of Lake Basin development authority in Kisumu County, Kenya) could be explained by independent variables (record storage and archiving and record retrieval).

**Table 5: Analysis of Variance**

Model	Sum of Squares	df	Mean Square	F	Sig.
1 Regression	8.027	2	2.007	38.60	.000 <sup>b</sup>
Residual	6.568	128	.052		
Total	14.595	130			

a. Dependent Variable: Performance of government contracts

b. Predictors: (Constant), record storage and archiving and record retrieval

The ANOVA was used to determine whether the model was a good fit for the data. F calculated was 38.60 while the F critical was 2.443. The  $p$  value was 0.000. Since the F-calculated was greater than the F-critical and the  $p$  value 0.000 was less than 0.05, the model was considered as a good fit for the data. Therefore, the model can be used to predict the influence of record storage and archiving and record retrieval on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

**Table 6: Regression Coefficients**

Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	0.205	0.038		5.395	0.000
	record storage and archiving	0.486	0.107	0.487	4.542	0.001
	record retrieval	0.430	0.091	0.431	4.725	0.000

a Dependent Variable: Performance of government contracts

he regression model was as follows:

$$Y = 0.205 + 0.486X_1 + 0.430X_2 + \varepsilon$$

The results revealed that record storage and archiving has significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya, ( $\beta_1=0.486$ , p value= 0.001). The relationship was considered significant since the p value 0.001 was less than the significant level of 0.05. The findings conform to the findings of Medlin and Green Jr. (2019) that there is a very strong relationship between record storage and archiving and contract performance

In addition, the results revealed that record retrieval has significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya ( $\beta_1=0.430$ , p value= 0.000). The relationship was considered significant since the p value 0.000 was less than the significant level of 0.05. The findings are in line with the results of Raghupathy (2017) who revealed that there is a very strong relationship between record retrieval and contract performance.

### Conclusions

The study concludes that storage and archiving has a positive and significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. Findings revealed that form of storage, access Controls and backup influences performance of government contracts of Lake Basin development authority in Kisumu County, Kenya

The study also concludes that record retrieval has a positive and significant effect on performance of government contracts of Lake Basin development authority in Kisumu County, Kenya. Findings revealed that search Methods, retrieval Timeframes and indexing and cataloging influences performance of government contracts of Lake Basin development authority in Kisumu County, Kenya.

### Recommendations

The Lake Basin Development Authority should continue to prioritize the development and implementation of robust record management policies. Clear and comprehensive policies should be established for record filing, storage, archiving, retention, and retrieval, with a focus on compliance with relevant regulations and industry best practices.

In addition, Embrace digital solutions for record management. This includes investing in electronic record-keeping systems, document management software, and digital archiving solutions. Digitalization not only enhances accessibility but also ensures the long-term preservation of important documents.

Further, Organize training programs for staff members responsible for record management. Ensure that they are well-equipped to handle electronic systems, understand the importance of compliance, and can efficiently retrieve records when needed.

Continue the practice of regular audits and reviews of record management processes. These audits should assess the effectiveness of record management policies and identify areas for improvement.

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