

# ISUIKWUATO LOCAL GOVERNMENT AREA

## Records and Archives Policy

OFFICIAL POLICY DOCUMENT

2026

[isuikwuatolga.ab.gov.ng](http://isuikwuatolga.ab.gov.ng)

## Policy Statement

Isuikwuato Local Government Area is committed to an efficient, secure, and accountable records management system that preserves the integrity of official information, supports effective decision-making, promotes transparency, and safeguards the institutional memory of the Local Government.

## Background

As Isuikwuato embraces digital transformation, there is an increasing need to ensure that physical and electronic records are properly created, maintained, protected, and preserved. This policy provides a framework for responsible management of records from creation to archival preservation or lawful disposal.

## Policy Objectives

- Promote proper creation and maintenance of official records.
- Preserve the institutional memory of the Local Government.
- Improve efficiency in records retrieval and document management.
- Support transparency, accountability, and evidence-based decision-making.
- Encourage digitization of records and administrative processes.
- Protect official records from loss, damage, unauthorized access, or alteration.
- Ensure compliance with applicable laws and administrative procedures.

## Guiding Principles

**Integrity** — All official records shall be accurate, authentic, complete, and reliable.

**Accessibility** — Authorized personnel shall have timely access to records required for official duties while ensuring appropriate confidentiality.

**Security** — Appropriate safeguards shall protect records against unauthorized access, loss, theft, destruction, or alteration.

**Preservation** — Records of historical, legal, administrative, and cultural significance shall be preserved for future reference and institutional continuity.

## Current Initiatives

- Progressive digitization of administrative records and documentation.
- Digital systems for Certificates of Local Government of Origin, Street Naming Applications, and Registration of Organizations and Associations.
- Strengthening electronic record-keeping through the official website and Digital Service Delivery Platform.
- Promoting secure storage and improved retrieval of official records.

- Enhancing administrative efficiency through digital documentation and workflow management.

## **Implementation Framework**

- Develop standardized procedures for records creation, storage, retrieval, retention, and disposal.
- Encourage departments and units to adopt electronic document management systems.
- Maintain secure physical and digital archives.
- Provide staff capacity building on records management and digital documentation.
- Periodically review records management practices.

## **Our Commitment**

Isuikwuato Local Government Area is committed to preserving its administrative history while embracing modern records management practices, strengthening accountability, improving service delivery, and ensuring valuable records remain accessible for future generations.