

signs of decay. They can be easily be damaged by exposure to dust, direct sunlight, chemical gases or traffic fumes. Failure to observe these recommendations may shorten the life of the discs or tape. The rapid rate of change within the computing industry also makes digital media liable to obsolesce. The floppy disc sizes were changed and it became difficult to obtain information after a few years of change, records stored on older discs were in accessible on updated computers (Sheppard and Yeo 2009).

Another significant problem facing organizations that create and use electronic information is that information technology developer does not seem to understand the importance of records management. To date there has not been a solid break through of preserving electronic records. It seems that IT developers are more concerned with the forces of demand and supply at the profit operating level. As technology becomes outdated this creates two main problems. First is a risk that, without information about the record's or data's structure, it may be difficult or not impossible to retrieve it in the future if the software and hardware used to create it becomes obsolete. Second, without context, the record is meaningless.

It is therefore concluded that users of electronic records have both positive and negative outcomes, it just a matter of proper maintenance and guidelines of safe keeping and preserving records until their time of disposition. The objective is to minimize the negative outcomes so that necessary vital evidential information can be made of use that aids management in achieving their objectives. Therefore effective management of digital records requires systematic procedures for transferring them to new media before the old becomes unusable .A back up copy of electronic files is a necessary precaution against the loss or damage of the original data .Users should update and follow a regular schedule to back up vital and important electronic record .(Read & Ginn 2007). It is then necessary to develop a retention schedule detailing the life cycle of the records use and disposal.

References