

IMPACT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICTs) TO MUNICIPAL ARCHIVES: REINVENTING GOVERNMENT



PURPOSE

To show the impact of ICTs in an established facility specially in Archives in any form of government may it be in legislature, executive and judicial. Maintaining good archives in every government agencies reflects its transparency and accountability to the public.



FINDINGS

SWOT ANALYSIS

STRENGTH

- Through document tracking system, the documents can now be easily tracked by the system. The availability of the data can be viewed anytime. It results to fast transactions.
- In terms of Archive system, it is customized, and the disposition of records are automatic in the system based on the General Records Disposition Schedule (GRDS) of the National Archives of the Philippines.
- The system has a feedback mechanism where it encourages the users to be involved to further develop and innovate the document tracking system.

WEAKNESS

- Not all employees are techy.

OPPORTUNITY

- Through document tracking system, employees are open and able to be a computer literate people.
- Diligence in using the system.

THREAT

- Security because it is online ; Data breach
- Natural Calamities



RESEARCH QUESTIONS

- If Municipality of Baliwag Archive and Records office exist, how does ICTs being utilized to make the records more accessible?
- Was ICTs able to apply and helped the process of organizing and sorting the municipal records?
- Does the office able to improve efficiency in the delivery of government services to the public with the help of ICTs?



CONCLUSION

By integrating ICT, the archives can easily follow the mandated records disposition for government records.

Integration of ICT to government services and processes may have different impact to the community. But if we are going to utilize it properly, ICT significantly enhance communications between different departments within the municipality with a greater degree of efficiency.

An accountable public official is answerable to its actions to the public and maintaining archives with the help and presence of ICT will help him to provide the information that the public wants to know in a responsible manner.



METHODOLOGY

The researcher interviewed the person(s) officiating in the Municipality of Baliwag Archive and Records office and Management and Information Communication Technology Office (MICTO) to gather information and asked documents that would verify the interview. The researcher further utilizes the **SWOT Analysis** to scrutinize the data gathered.



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