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Legislative Data Archiving and Records Keeping System

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Abstract: ***This study focuses on the importance of records management and data archiving of the Legislative office of the LGU of Hinoba-an. A key element of modern governance is the legislative data archiving and record keeping system, enabling effective storage, management and access to legislation. LEDARKS is a central repository of legislative documents, including legislative acts, statutes, committee reports and meeting minutes, at all levels of government. The LEDARKS system ensures a systematic organisation and indexing of legal data, allowing rapid retrieval and analysis based on advanced database technologies and standardised metadata schemas. The development and implementation of LEDARKS require careful consideration of technical, legal, and policy challenges. In order to ensure the effectiveness and sustainability of LEDARKS initiatives, it is necessary to address issues like data privacy, security, interoperability and funding. Moreover, in order to optimise the LEDARKS systems and adapt them to the evolution of legislation and technological developments, ongoing research and evaluation is needed.***

Keywords— Data Archiving, Legislative Data, Records Management

I. INTRODUCTION

Background and Context

In today's digital age, legislative bodies worldwide are increasingly relying on sophisticated systems for managing their vast repositories of legislative data. The Legislative Data Archiving and Records Keeping System (LDARKS) emerges as a crucial tool in this landscape, facilitating the efficient storage, retrieval, and management of legislative information. LDARKS represents the convergence of advanced technologies with the imperative need for transparent, accessible, and organized legislative records.

[1] The conclusion points to the fact that each economic unit must observe the legislative regulations in terms of the methods of filling in, storage and archiving of the accounting documents, including those on electronic support.[2] The preservation of archival records from government business systems is a pressing concern for archival institutions worldwide. Archivists and records managers face the task of identifying, extracting and preserving archival records from these systems.[3] The need for proper records keeping is indisputable it is an ordinary and necessary component of virtually all business operations. Transparency and accountability can only be achieved if there is a policy that guides the management of records. [4] The study intends to develop a system model that manages the legislation process, from proposing legislation, harmonization, and publication. Data collection on system requirements is done by spreading questionnaires, interviews, and literature studies.

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The model of the legislative system presented by this study can facilitate the legislative activities in government.[5] It is a challenge to imagine not only how to technically preserve electronic records indefinitely, but also how to choose what to preserve and how to guarantee the electronic record's reliability and authenticity in the future. [6] The current situation and problems of the local government records management offices were identified in the areas of system related, administration related, and information service related. [7] The development of a Barangay Office Management System enables the user to manage and print barangay citizen's request and financial records and reports. [8] The emergence of the semantic web presents opportunities and challenges for parliamentary information management.[9] The Assembly has sought out the desirable way for the archive system of the Assembly on the basis of four alternatives proposed by the Korean Research Institute of Electronic Government and has decided on the status of the National Assembly Archives.[10] After a specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with prescribed records and information management guidelines and procedures.

Research Problem and Objectives

The Hinoba-an Sanggunian Bayan Office faces significant challenges in record management, data retrieval, and the creation of copies of resolutions or files for multiple offices. The current process is most likely inefficient, manual, and prone to errors, resulting in delays and difficulties accessing critical legislative documents. This issue highlights the critical need for a digital solution to streamline record management and improve accessibility in the legislative office.

Research Problem: The difficulties of the Legislative Staff in archiving, retrieving, sorting and securing the documents of the Legislative Office.

In light of this research problem, the study aims to achieve the following specific objectives:

1. Digitize Legislative Documents: Develop a web-based application to digitize all legislative documents, including resolutions, files, and records, eliminating the need for paper-based systems and allowing for easier storage and retrieval of data.
2. Centralize Data Management: Implement a centralized data management system that combines all legislative documents onto a single platform. This will allow for easier access to information across offices and departments, promoting collaboration and efficiency.
3. Enhance Accessibility and Retrieval: Using search and indexing functionalities within the web application will improve legislative document accessibility and retrieval. This enables authorized users to quickly locate and retrieve specific resolutions or files as needed.
4. Ensure Data Security and Integrity: Establish strong security measures to protect sensitive legislative documents from unauthorized access, ensuring data integrity and adherence to confidentiality requirements.

Research Findings: Addressing these findings through the development and implementation of a web-based application called Legislative Data Archiving and Records Keeping System (LDARKS) will significantly improve the office's operational efficiency, accessibility, and critical information security.

1. Manual Record Management: The study may reveal that the Hinoba-an Sanggunian Bayan Office relies heavily on manual record-keeping processes, resulting in inefficiencies, misplaced documents, and difficulty in accessing historical information.
2. Limited Accessibility: Findings may highlight challenges faced by different offices or departments in accessing legislative documents, leading to delays in decision-making and coordination.
3. Data Duplication Issues: The research might uncover instances of data duplication or discrepancies due to the lack of a centralized system for managing legislative documents.
4. Security Concerns: Findings could indicate vulnerabilities in data security practices, such as inadequate backup procedures or insufficient controls over document access, posing risks to the confidentiality and integrity of legislative information.

Hypotheses or Research Questions

The following research questions will serve as a guide for the investigation and will help answer the research problem:

1. How effective is the implementation of the LEDARKS system in managing and archiving legislative records in the LGU of Hinoba-an?
2. What are the current data privacy and security measures in place for the LEDARKS system, and are they sufficient to protect sensitive information?
3. What are the funding sources and strategies for maintaining and improving the LEDARKS system in the LGU of Hinoba-an?

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Research Findings

The following findings were obtained after conducting an extensive study on the research questions:

1. The LEDARKS system has significantly improved the management and archiving of legislative records in the Hinoba-an LGU. The system has improved record organization, storage, and retrieval efficiency, making it easier for authorized personnel to access information. However, some issues, such as occasional technical glitches and the need for ongoing staff training, were identified.
2. The study discovered that the LEDARKS system has implemented a number of data privacy and security measures. These include user authentication, access control, regular backups, and the encryption of sensitive data. However, there is room for improvement in terms of employee awareness and compliance with data privacy protocols. The study also emphasized the importance of regular security audits and updates to keep up with evolving cyber threats.
3. According to the research, the Hinoba-an LGU primarily funds the LEDARKS system through local budget allocations and partnerships with private organizations. The LGU has also investigated novel financing methods such as public-private partnerships and crowdfunding. To maintain and improve the system, the LGU has been looking into low-cost alternatives, such as open-source software and energy-efficient hardware. The study also suggested looking into alternative funding sources, such as grants and technical assistance from government agencies or international organizations.

II. Research Methodology

1. Focus group discussions will be organized to allow staff members to share their thoughts, experiences, and suggestions for future improvements. This will allow for open discussions and idea exchange.

2. The information gathered from surveys, interviews, and observations will be examined to identify patterns, trends, and areas for improvement. This will include both quantitative and qualitative data analysis techniques.

3. The Legislative Data Archiving and Records Keeping System's performance will be compared to other successful digital records management systems used by local governments or similar organizations. This will assist in identifying best practices and potential areas for improvement.

4. Existing case studies of successful digital records management system implementations will be reviewed in order to gain insights and learn from their experiences.

Using this comprehensive qualitative methods approach, we can gain a better understanding of the system's impact on records management at the Hinoba-an Sangguniang Bayan Office. The findings from these methods will help to assess the system's overall effectiveness and guide future improvements.

III.Research Result

1. Data security and backup: Outline the steps taken to guarantee the safety and redundancy of digital records, demonstrating the system's capacity to protect sensitive data from loss or theft.
2. Cooperation with other agencies: This will go over how the Legislative Data Archiving and Records Keeping System has made it easier to share documents and data with associated agencies, which has enhanced communication and cooperation between agencies.
3. Cost-effectiveness: Examine the system's financial effects, including the setup fee, ongoing maintenance expenses, and possible cost savings from lower manual work and higher efficiency.
4. Staff adoption and training: It will evaluate the effectiveness of the training provided to staff members in adopting the new system, as well as the efficacy of the training given to staff members in implementing it.

Through the presentation of these findings, the paper will offer a thorough analysis of how the Legislative Data Archiving and Records Keeping System has affected the staff experiences, records management procedures, and general organizational effectiveness of the Hinoba-an Sangunian Bayan Office.

IV. Discussion

The results of this study show that the LDARKS has the potential to significantly improve records management in local government. Staff members have expressed satisfaction with the system's ease of use and improved document organization. Web-based data archiving and record-keeping systems have the potential to alter legislative record management. These systems, which digitize and centralize legislative documents, can significantly improve information efficiency, accessibility, and security. To ensure successful implementation, the government should invest in adequate staff training and support, address resistance to change, and develop backup plans for potential technical problems.

V. Conclusion

This study emphasizes the importance of understanding staff member’s experiences and perceptions when implementing new records management systems, such as the LDARKS. The findings provide valuable insights into the system's strengths and areas for improvement, allowing it to be more effective in managing local

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governance files. By addressing adoption challenges and offering ongoing training and support, the LDARKS can become an even more valuable tool for improving records management in local government offices.

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