

**RECORD KEEPING SYSTEM
OF IGLESIA FILIPINA INDEPENDIENTE (IFI) CHURCH – CASTILLEJOS**

**A Thesis presented to the Faculty of the
College of Communication and Information Technology
Ramon Magsaysay Technological University
Castillejos Campus
Castillejos, Zambales**

**In Partial fulfillment
of the Requirements for the Degree of
Bachelor Science in Computer Science**

by
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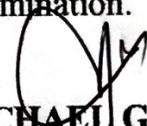
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RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY
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APPROVAL SHEET

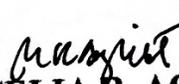
The thesis project entitled **"RECORD KEEPING SYSTEM OF IGLESIA FILIPINA INDEPENDIENTE (IFI) CHURCH - CASTILLEJOS"** prepared and submitted by **Erika Joy M. Daquis, Carmela P. Mabasa, Melvin Lubert N. Peña, and Adrian Paul O. Perez** in partial fulfilment of the course requirements for the degree of **Bachelor of Science in Computer Science** has been examined and recommended for oral examination.


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ABSTRACT

Significant advances have been made in recent years in the study of archives administration and records management. This research stream has seen archives and records management becoming an important theoretical issue receiving considerable attention from researchers within the fields of information management and systems. Researchers have found that archives and records which form a part of a wide range of information resources are important to church on their processing and managing of records. Equally important is to understand the relationship between "memory" and "archive", "event" and the "record". Computers have increasingly occasioned new dynamics in archives administration and records management. It is evident that the shift is from traditional manual record keeping systems to computerization and management of electronic records. With increased government activities there has been increased data, and computerization will ensure timely services and easy storage of information. The advent of computers has brought new problems for the archivist in transference from manual systems to automated ones, as it is possible for information to be distorted.

Record keeping is a fundamental activity of public administration. Without records there can be no rule of law and no accountability. Public servants must have information to carry out their work, and records represent a particular and crucial source of information. Records provide a reliable, legally verifiable source of evidence of decisions and actions. They document compliance or non-compliance with laws, rules, and procedures.