

FUNCTIONS OF THE REGISTRIES

It distributes files to different offices/ department

It receives incoming mail and dispatches outgoing mails

It keeps documents in files for security purpose

Its functions include classifying, indexing and filing of correspondence

It is responsible for opening and recording of movement of files and closing of files when necessary

It handles corporate affairs issues

Documentation of newly posted staff/ employees

Putting away of files in the dip; and retrieval of files.

TYPES OF REGISTRIES

Centralized Registry

Decentralized Registry

THE OPEN REGISTRY: this registry is where open documents such as personal files, subject files, circular, sales, correspondence etc are kept. Every staff can enter and be attended to. It is headed by a sectional head and is housed in a separate room.

THE CONFIDENTIAL/SECRET REGIDTRY: this is a part of registry where secret documents are kept, for example: Disciplinary files, Queries, Policy document, Annual Performance Evaluation Report (APER) forms etc. it is housed separately with a head, if it is a large organization. But in a small organization, both secret registry and open registry are housed together.

Advantages of Centralized Registry

Work is more efficiently controlled

There is better use of equipment

There is existence of experts in that field

Greater flexibility in use of staff

Procedure of doing work is uniform

Disadvantages of Centralized Registry

Because of work rigidity and control, the staff may be frustrated

Staff may not have the opportunity to gain new experience because their job is repetitive and limited

Sometimes there are recorded cases of misplaced files because of the large volume of files/document they received

Advantages of Decentralized Registry

The best method of work is adopted for the department

Files/documents can easily be retrieved

There is opportunity to gain new experiences because staff duties are varied

Little or no rigid control and frustration is experienced

Disadvantages of Decentralized Registry

No uniformity in work experience

Expensive equipment may be used

Inefficiency may occur because of lack of specialization

It is an addition cost on the firm to keep decentralized registry