



DEVELOPING RECORDS DISPOSAL STRATEGIES AT LAGUNA STATE POLYTECHNIC UNIVERSITY: BASIS FOR ACTION PLAN RECORDS DISPOSAL STRATEGIES

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ABSTRACT

The study aims to explore and develop comprehensive records disposal strategies tailored specifically for Laguna State Polytechnic University. The study is conducted at the campuses of Siniloan, Santa Cruz, San Pablo City, and Los Baños Campus. It focuses on the relationship between independent variables – records generated, disposal frequency, legal awareness, personnel training, and current practices – and dependent variables, namely operational efficiency, compliance risk, and storage resource optimization. The primary setting of the study is the Records Management Office (RMO) of the university, which is responsible for overseeing the systematic handling, maintenance, and disposal of records. The research spans academic year 2024–2025. The researcher's hypothesis is there is no significant relationship between records disposal strategies and organizational outcomes. For analyzing the data, the researcher uses the following statistical treatments: mean, standard deviation and variance, frequency distribution and percentages, and Pearson correlation or Spearman's rank correlation.

This study followed quantitative research through surveys and statistical analysis. Specifically, it utilized structured and self-made questionnaires. It involved 1,495 employees across the campuses. Through stratified sampling, the population was divided into subgroups, resulting in a sample size of 174 respondents.

The researcher found out that the level of conformance of Records Disposal Strategies in terms of Records Generated were "Always Observed", Frequency of Disposal Needs categorized as "Often Observed", Awareness of Legal Standards categorized as "Aware", Training of Personnel to Records Disposal Procedures categorized as "Good", Current Records Disposal Practices categorized as "Very Effective". When it comes to Organizational Outcomes, Operational Efficiency, Compliance Risks, and Storage Resource Optimization categorized as "Very Satisfactory." The data revealed that there is a strong to very strong significant relationship between records disposal strategies and organizational outcomes. To enhance the effectiveness of records disposal strategies, the researcher recommended a comprehensive records management strategy with clear categorization, inventory audits, and digital tools to identify duplicates. The study also suggests a structured disposal framework, a Records Disposal Review Committee, awareness campaigns, simplified retention guides, and mandatory training – especially for new hires. It encourages a standardized disposal schedule and collaboration with legal experts to ensure compliance with data privacy laws.

KEYWORDS: Records Disposal Strategies, Organizational Outcomes, Compliance

INTRODUCTION

Laguna State Polytechnic University (LSPU) is one of the most prestigious state universities in the Philippines. It offers a wide range of programs in agriculture, engineering, education, business, and social sciences. Founded in 1952 as Baybay Provincial High School, the institution continued to evolve and became a state university in 2007. From its humble beginnings as a provincial trade school, the LSPU expanded and improved, with campuses in Siniloan, Santa Cruz, San Pablo City, and Los Baños.

LSPU has seen significant growth in the Records Management Office (RMO) since the university was founded, representing the changes in the education system and the workflow surrounding records management.

In the course of its growth, the university has been consistently adapting its record management practice to meet the evolving needs of its stakeholders and adhering to regulatory requirements. Recordkeeping functions were largely manual, characterized by the use of filing cabinets, paper files, and handwritten records. From its humble origins as an educational institution, LSPU employed traditional paper-based record

management procedures to handle its administrative, academic, and student records.

The growth of the institution necessitated the establishment of organized protocols for managing records. As LSPU expanded, especially with the integration of other campuses and colleges, the demand for a dedicated RMO to handle the increasing volume of institutional documents became evident. The formalization of the RMO aimed to ensure compliance with legal standards and promote efficiency in handling student records, faculty documents, and administrative paperwork. The establishment of policies and guidelines specific to record-keeping was integral to the office's formation and operation. This structure has allowed LSPU to maintain an organized archive of vital documents necessary for operational integrity and historical reference.

As the university continued to grow and expand, the volume of records generated daily—student files, faculty documents, and administrative reports—demands a systematic approach to managing their lifecycle. Without proper records disposal strategies, the university risks data overload, inefficiencies, and potential non-compliance with legal and regulatory standards.



Developing Records Disposal Strategies at LSPU seeks to explore and develop comprehensive records disposal strategies tailored specifically for LSPU. As the volume of records generated by institutions of higher education continues to grow, the need for systematic strategies for their retention, archiving, and disposal becomes increasingly pressing. Inefficient record disposal practices can lead to unnecessary storage costs and compliance risks. Therefore, this thesis focuses on developing and implementing structured disposal strategies, identifying areas of improvement, and proposing a set of strategies that align with both national regulations and best practices in higher education. In line with this, the study sought to explore the current practices in place, identify gaps, and propose an organized, sustainable, and legally compliant framework for disposing of obsolete and non-essential records.

By systematically addressing records disposal, LSPU can better align its operational practices with contemporary standards in records management, ultimately supporting its mission and enhancing its service delivery to stakeholders.

MATERIALS AND METHODS

This study followed quantitative research through surveys and statistical analysis. Specifically, it utilized structured questionnaires to gather data from university employees regarding the records they generated, frequency of disposal needs, awareness of legal standards, training of personnel to records disposal procedures and current records disposal practices.

The research was carried out on 1,495 employees across the campuses of the Laguna State Polytechnic University, consisting of teaching and non-teaching employees. Through stratified sampling, the population was divided into subgroups, resulting in a sample size of 174 respondents.

The primary instruments that the researcher used were self-made questionnaires designed to gather data on the employees of the Laguna State Polytechnic University across campuses.

To collect quantitative data from the employees of the Laguna State Polytechnic University, the researcher composed a questionnaire divided into three (3) parts.

RESULTS AND DISCUSSION

Table 1. Level of Conformance of Records Disposal Strategies in Terms of Records Generated

Indicative Statement	Mean	Remark
1. There is a high number of records generated daily in your office.	3.46	<i>Always Observed</i>
2. There is a high number of records generated semi-annually in your office.	3.57	<i>Always Observed</i>
3. There is a high number of records generated annually in your office.	3.64	<i>Always Observed</i>
4. The high number of records generated is monitored.	3.49	<i>Always Observed</i>
5. The high number of records generated is scanned and saved to the computer.	3.35	<i>Always Observed</i>
6. Records generated are systematically categorized (active or inactive) for ease of disposal.	3.22	<i>Always Observed</i>
7. Records generated include clear labels to support disposal decisions.	3.33	<i>Always Observed</i>
8. Records generated are sorted by year created.	3.38	<i>Always Observed</i>
9. Redundant or unnecessary records are identified and managed.	3.22	<i>Always Observed</i>
10. Records are easily retrieved when requested.	3.40	<i>Always Observed</i>
Overall Mean	3.41	<i>Always Observed</i>

Legend: 3.28 – 4.00 = *Always Observed*; 2.52 – 3.27 = *Often Observed*; 1.76 – 2.51 = *Rarely Observed*; 1.00 – 1.75 = *Never Observed*

The first part is the information of the respondent, such as name, campus, department, position, years in service at the agency, employment status (regular, casual or contract of service), and type of employment (teaching or non-teaching).

The second part is designed to assess the Records Disposal Strategies such as Records Generated, Frequency of Disposal Needs, Awareness of Legal Standards, Training of Personnel to Records Disposal Procedures and Current Records Disposal Practices using the following scale: Records Generated (4- Always Observed; 3- Often Observed; 2- Rarely Observed; 1- Never Observed), Frequency of Disposal Needs (4- Always; 3- Often; 2- Rarely; 1- Never), Awareness of Legal Standards (4- Fully Aware; 3- Aware; 2 – Not Aware; 1 – Fully Not Aware), Training of Personnel to Records Disposal Procedures (4- Very Good; 3- Good; 2 – Poor; 1 – Very Poor), Current Records Disposal Practices (4- Extremely Effective; 3- Very Effective; 2 – Somewhat Effective; 1 – Not Effective). Lastly, the third part was designed to assess the following Organizational Outcomes: Operational Efficiency, Compliance Risks and Storage Resource Optimization using the following scale: (4 – Outstanding; 3 – Very Satisfactory; 2 – Unsatisfactory; 1 – Poor).

The questionnaire used a Likert scale to assess the opinion of respondents related to various aspects of record disposal at LSPU and used Cronbach Alpha to assess the reliability of a set of scale or items.

For analyzing the data collected, the following statistical treatment used for the study: Mean to measure the central tendency of responses for each question; Standard Deviation and Variance to measure the spread or variability in the responses; Frequency Distribution and Percentages to show how many respondents selected each rating (1-4) for each question; Pearson Correlation or Spearman's Rank Correlation to measure the strength and direction of the relationship between two continuous variables, such as the rating for "records generated" and "operational efficiency", "records generated" and "compliance risks", and "records generated" and "storage resource optimization". Using a combination of these statistical treatments will provide a comprehensive analysis of the data and help draw meaningful conclusions related to records disposal strategies at LSPU.



Table 1 shows the results of the study on the Level of Conformance of Records Disposal Strategies in Terms of Records Generated. LSPU employees across campuses, as regards records generated, gathered an overall mean of 3.41 with a verbal interpretation of "always observed". The highest-rated statement is "There is a high number of records generated annually in your office" (Mean = 3.64). On the other hand, the lowest-rated statements are: "Records generated are systematically categorized (active or inactive) for ease of disposal." (Mean = 3.22) and "Redundant or unnecessary

records are identified and managed." (Mean = 3.22).

In connection with the abovementioned findings in Table 1, a study on records management compliance in Kuwait's College of Basic Education (Emerald, 2016) emphasized the importance of systematic categorization, monitoring, and digitization of records to enhance retrieval and disposal efficiency. This aligns with the observed practice in your data, where records are categorized, labeled, and managed systematically.

Table 2. Level of Conformance of Records Disposal Strategies in Terms of Frequency of Disposal Needs

Indicative Statement	Mean	Remark
1. Records are regularly reviewed to identify disposal needs.	3.18	Often
2. Accumulated records are assessed for disposal without delay.	3.09	Often
3. Records with expired retention periods are promptly disposed of.	3.11	Often
4. Sensitive or confidential records are prioritized to secure disposal after their retention period ends.	3.28	Always
5. Records often require more frequent disposal due to space constraints.	3.21	Often
6. Records Disposal schedules are consistently adhered.	3.15	Often
7. Obsolete records are regularly identified for disposal.	3.08	Often
8. The organization executes disposal policies for records.	3.23	Often
9. The organization gathers feedback from stakeholders regarding records disposal needs.	3.20	Often
10. Departments or units communicate their disposal needs to the records management office.	3.25	Often
Overall Mean	3.18	Often

Legend: 3.28 – 4.00 = Always; 2.52 - 3.27 = Often; 1.76 – 2.51 = Rarely; 1.00 – 1.75 = Never

Table 2 shows the results of the Level of Conformance of Records Disposal Strategies in Terms of Frequency of Disposal Needs. The overall mean score is 3.18, which falls within the "Often" category (2.52 – 3.27). The statement "Sensitive or confidential records are prioritized for secure disposal after their retention period ends" received the highest mean score (3.28), categorized as "Always" observed. On the other hand, the lowest-rated statements are: "Obsolete records are regularly identified for disposal." (Mean = 3.08) and "Accumulated

records are assessed for disposal without delay." (Mean = 3.09).

In connection with the abovementioned findings in Table 2, ScienceDirect (Elsevier's platform) (2022) highlighted that delayed disposal of obsolete records is a common issue, often due to lack of clear policies, inadequate enforcement, or space constraints.

Table 3. Level of Conformance of Records Disposal Strategies in Terms of Awareness of Legal Standards

Indicative Statement	Mean	Remark
1. Awareness of General Records Disposition Schedule (GRDS).	3.11	Aware
2. Awareness of LSPU Records Disposition Schedule (RDS).	3.09	Aware
3. Awareness of the legal requirements for retention periods of records.	3.12	Aware
4. Awareness of Republic Act 9470 or National Archives of the Philippines Act of 2007 for archiving records prior to disposal.	3.10	Aware
5. Awareness of records that must be retained according to legal standards.	3.23	Aware
6. Awareness of the legal requirements for securely disposing of confidential or sensitive records.	3.16	Aware
7. Awareness of the university's records management policy regarding legal compliance.	3.24	Aware
8. Awareness on recent updates or changes to laws governing records disposal.	3.11	Aware
9. Awareness on potential legal consequences of improper record disposal.	3.11	Aware
10. Awareness of penalties or consequences for non-compliance with disposal standards.	3.08	Aware
Overall Mean	3.14	Aware
Overall Interpretation		

Legend: 3.28 – 4.00 = Fully Aware; 2.52 - 3.27 = Aware; 1.76 – 2.51 = Not Aware; 1.00 – 1.75 = Fully Not Aware

Table 3 shows the results of the Level of Conformance of Records Disposal Strategies in Terms of Awareness of Legal Standards. The overall mean score is 3.14, which falls under the "Aware" category (2.52 – 3.27). The highest-rated statement is "Awareness of the university's records management policy regarding legal compliance" (Mean = 3.24). On the other hand,

the lowest-rated statement is "Awareness of penalties or consequences for non-compliance with disposal standards" (Mean = 3.08).

In connection with the abovementioned findings in Table 3, Pina et al., (2024) underscore the significance of training



programs, regulatory updates, and clear communication of disposal policies to ensure adherence and mitigate risks associated with improper record disposal.

Table 4. Level of Conformance of Records Disposal Strategies in Terms of Training of Personnel to Records Disposal Procedures

Indicative Statement	Mean	Remark
1. The frequency of training sessions on records disposal processes.	3.04	Good
2. The training of personnel on record disposal was comprehensive.	3.03	Good
3. The clarity of training content regarding records disposal guidelines.	3.06	Good
4. The effectiveness of training in ensuring personnel understand disposal procedures.	3.09	Good
5. The ability of trained personnel to apply disposal procedures accurately.	3.12	Good
6. The training provided was engaging and facilitated effective learning.	3.07	Good
7. The training prepares personnel to practically implement disposal procedures.	3.09	Good
8. The training addresses the specific disposal responsibilities of departments.	3.13	Good
9. The trainers are well-qualified and knowledgeable about record disposal.	3.15	Good
10. The overall satisfaction with the training provided for record disposal.	3.17	Good
Overall Mean	3.09	Good
Overall Interpretation		

Legend: 3.28 – 4.00 = Very Good; 2.52 - 3.27 = Good; 1.76 – 2.51 = Poor; 1.00 – 1.75 = Very Poor

Table 4 shows the results of the Level of Conformance of Records Disposal Strategies in Terms of Training of Personnel to Records Disposal Procedures. The overall mean score of 3.09 falls under the "Good" category (2.52 – 3.27). The highest-rated aspect is "Overall satisfaction with the training provided for record disposal" (Mean = 3.17). On the other hand, the lowest-rated aspect is "The training of personnel on record disposal was comprehensive" (Mean = 3.03). The second lowest-rate is "The frequency of training sessions on records disposal processes" (Mean = 3.04).

In connection with the abovementioned findings in Table 4, Hongsuchon et al., (2022) studied knowledge management training highlight that structured learning strategies improve personnel engagement and comprehension, ensuring proper disposal procedures are followed efficiently. Additionally, the effectiveness of training depends on the integration of strategic learning frameworks, motivation, and continuous assessments, reinforcing that training must be both detailed and adaptable to organizational needs. Similarly, research in records management emphasizes that while employees may report satisfaction with training, the actual comprehensiveness of the programs can be a limiting factor in overall effectiveness (Emary et al., 2022).

Table 5. Level of Description of Conformance Disposal Strategies in Terms of Current Records Disposal Practices

Indicative Statement	Mean	Remark
1. The current records disposal practices dispose records according to predefined schedules.	3.03	Very Effective
2. The current records disposal practices align with legal and regulatory requirements, including retention periods and privacy laws.	3.05	Very Effective
3. The current records disposal practices have proper documentation.	3.09	Very Effective
4. The current records disposal practices are applied uniformly across the unit to avoid discrepancies or lapses.	3.11	Very Effective
5. The current record disposal practices minimize risks associated with data breaches.	3.09	Very Effective
6. The current records disposal strategies are well communicated to all relevant personnel.	3.07	Very Effective
7. The current disposal strategies ensure records are disposed of promptly after their retention period ends.	3.13	Very Effective
8. The current disposal strategies securely dispose of sensitive or confidential records.	3.13	Very Effective
9. Education and training on current records disposal procedures are effective and accessible.	3.07	Very Effective
10. The overall current record disposal practices are effective.	3.09	Very Effective
Overall Mean	3.09	Very Effective
Overall Interpretation		

Legend: 3.28 – 4.00 = Extremely Effective; 2.52 - 3.27 = Very Effective; 1.76 – 2.51 = Somewhat Effective; 1.00 – 1.75 = Not Effective

Table 5 shows the results of the Level of Conformance of Records Disposal Strategies in Terms of Current Records Disposal Practices. The overall mean score of 3.09, categorized as "Very Effective". "The current disposal strategies ensure records are disposed of promptly after their retention period ends" (Mean = 3.13). "The current disposal strategies securely dispose of sensitive or confidential records" (Mean = 3.13).

These statements received the highest mean scores. On the other hand, the lowest rated are "The current records disposal practices dispose records according to predefined schedules" (Mean = 3.03) and "The current records disposal practices align with legal and regulatory requirements, including retention periods and privacy laws" (Mean = 3.05).



In connection with the abovementioned findings in Table 5, an Institute of Electrical and Electronics Engineers (IEEE) research on data security and privacy states that organizations that implement strict records disposal schedules reduce the risk of unauthorized access and data breaches. Proper

documentation and adherence to predefined schedules are critical for maintaining compliance with privacy laws and retention policies. However, inconsistencies in disposal scheduling can hinder compliance and expose organizations to potential legal and security risks.

Table 6. Level of Conformance of Organizational Outcomes in Terms of Operational Efficiency

Indicative Statement	Mean	Remark
1. The records disposal procedures are clearly defined.	3.15	Very Satisfactory
2. The records disposal processes are well organized and efficient.	3.18	Very Satisfactory
3. Disposal practices have improved the workflow within the institution.	3.14	Very Satisfactory
4. Record disposal reduces the physical and digital storage space.	3.17	Very Satisfactory
5. Disposal strategies contribute to reducing costs related to records management.	3.24	Very Satisfactory
6. The disposal strategies ensure that only relevant and necessary information remains accessible.	3.21	Very Satisfactory
7. The processes in place for disposing of records are efficient and do not disrupt regular operations.	3.22	Very Satisfactory
8. The disposal of outdated records positively impacts overall productivity within the university.	3.13	Very Satisfactory
9. The efficiency of record disposal processes supports overall operational goals.	3.19	Very Satisfactory
10. Records disposal strategies contribute to overall operational efficiency.	3.22	Very Satisfactory
Overall Mean	3.18	Very Satisfactory
Overall Interpretation		

Legend: 3.28 – 4.00 = Outstanding; 2.52 - 3.27 = Very Satisfactory; 1.76 – 2.51 = Unsatisfactory; 1.00 – 1.75 = Poor

Table 6 shows the results of the Level of Conformance of Organizational Outcomes in Terms of Operational Efficiency. The overall mean score of 3.18, categorized as "Very Satisfactory," indicates that the institution's records disposal strategies contribute positively to operational efficiency. The highest-rated statement is "Disposal strategies contribute to reducing costs related to records management" (Mean = 3.24). On the other hand, the lowest-rated statement is "The disposal of outdated records positively impacts overall productivity within the university" (Mean = 3.13). The second lowest-rated

statement is "Disposal practices have improved the workflow within the institution" (Mean 3.14).

In connection with the abovementioned findings in Table 6, Salah et al. (2023) emphasize that integrating efficient records management into operations enhances financial performance by optimizing resources and reducing storage-related costs. Additionally, streamlined disposal processes improve productivity by minimizing data clutter, which supports organizational efficiency.

Table 7. Level of Conformance of Organizational Outcomes in Terms of Compliance Risks

Indicative Statement	Mean	Remark
1. Records disposal practices reduce the institution's compliance risks.	3.24	Very Satisfactory
2. Records disposal's work instructions minimize compliance-related issues.	3.21	Very Satisfactory
3. Legal disposal of records prevents data breaches, exposing personal or proprietary information.	3.23	Very Satisfactory
4. Standardized disposal procedures can prevent an organization from facing fines and penalties.	3.18	Very Satisfactory
5. The consistency of records disposal practices across departments ensures compliance.	3.22	Very Satisfactory
6. The university provides clear policies regarding record disposal that align with compliance requirements.	3.24	Very Satisfactory
7. Employees receive sufficient training on proper record disposal methods and compliance measures.	3.07	Very Satisfactory
8. The university conducts regular audits to ensure adherence to records disposal policies and compliance requirements.	3.18	Very Satisfactory
9. The university has a proactive approach to addressing any compliance issues related to records disposal.	3.11	Very Satisfactory
10. Records disposal strategies are well-integrated into the university's overall records management framework.	3.18	Very Satisfactory
Overall Mean	3.19	Very Satisfactory
Overall Interpretation		

Legend: 3.28 – 4.00 = Outstanding; 2.52 - 3.27 = Very Satisfactory; 1.76 – 2.51 = Unsatisfactory; 1.00 – 1.75 = Poor



Table 7 shows the results of the Level of Conformance of Organizational Outcomes in Terms of Compliance Risks. The overall mean score of 3.19, classified as "Very Satisfactory".

The highest-rated aspects are "Records disposal practices reduce the institution's compliance risks" and "The university provides clear policies regarding record disposal that align with compliance requirements" (Mean = 3.24). Conversely, the lowest-rated statement, "Employees receive sufficient training on proper record disposal methods and compliance measures" (Mean = 3.07).

In connection with the abovementioned findings in Table 7, based on Anton & Nucu (2020), the effectiveness of records disposal strategies in mitigating compliance risks aligns with findings in enterprise risk management and organizational compliance research. Studies emphasize that clear policies on records disposal contribute to improved risk management and regulatory adherence. For instance, enterprise risk management frameworks highlight the importance of structured compliance policies in reducing institutional risks and ensuring regulatory alignment.

Table 8. Level of Conformance of Organizational Outcomes in Terms of Storage Resource Optimization

Indicative Statement	Mean	Remark
1. Current disposal strategies help optimize storage space at LSPU.	3.17	Very Satisfactory
2. Effective disposal practices reduce storage costs.	3.18	Very Satisfactory
3. The institution's storage resources are efficiently used through regular disposal.	3.08	Very Satisfactory
4. The contribution of record disposal practices frees up storage space.	3.22	Very Satisfactory
5. Disposing of records in accordance with retention schedules avoids the accumulation of unnecessary records that consume storage resources.	3.15	Very Satisfactory
6. The university utilizes effective digital archiving practices to minimize physical storage needs and optimize data management.	3.17	Very Satisfactory
7. The records disposal strategies ensure that active and relevant records are easily accessible to staff.	3.18	Very Satisfactory
8. The university effectively uses technology to facilitate the disposal of records, reducing manual processes and storage costs.	3.11	Very Satisfactory
9. The records disposal practices positively impact the overall efficiency of the university's storage systems.	3.16	Very Satisfactory
10. The university's record disposal strategies contribute significantly to optimizing storage resources.	3.22	Very Satisfactory
Overall Mean	3.17	Very Satisfactory
Overall Interpretation		

Legend: 3.28 – 4.00 = Outstanding; 2.52 - 3.27 = Very Satisfactory; 1.76 – 2.51 = Unsatisfactory; 1.00 – 1.75 = Poor

Table 8 shows the results of the Level Conformance of Organizational Outcomes in Terms of Storage Resource Optimization. The findings indicate that the Level of Conformance of Organizational Outcomes in Terms of Storage Resource Optimization at LSPU is rated as "Very Satisfactory" with an overall mean score of 3.17. The highest-rated statements, both with a mean of 3.22, are: "The contribution of record disposal practices frees up storage space and the university's record disposal strategies contribute significantly to optimizing storage resources." The lowest-rated statement with a mean of 3.08 is: "The institution's storage resources are efficiently used through regular disposal."

In connection with the abovementioned findings in Table 8, Czekala et al. (2023) discuss the importance of modern waste management techniques, including structured disposal strategies that help organizations maintain efficiency and sustainability. Their study highlights those institutions benefit from systematic disposal methods, which free up storage space and improve resource utilization. Molas & Nowak (2021) explore advancements in memory technologies and their impact on storage efficiency. They argue that the integration of emerging storage solutions, such as digital archiving and AI-driven resource allocation, can enhance record-keeping and disposal processes. These technologies provide an opportunity for institutions like LSPU to improve storage efficiency and optimize space utilization.

Table 9. Significant Relationship between Records Disposal Strategies and Organizational Outcomes

Records Disposal Strategies	Organizational Outcomes		
	Operational Efficiency	Compliance Risks	Storage Resource Optimization
Records Generated	r = 0.734** Strong p < 0.001	r = 0.746** Strong p < 0.001	r = 0.690** Strong p < 0.001
Frequency of Disposal Needs	r = 0.839** Very Strong p < 0.001	R = 0.837** Very Strong p < 0.001	R = 0.843** Very Strong p < 0.001
Awareness of Legal Standards	r = 0.746**	r = 0.753**	r = 0.732**



Training of Personnel to Records Disposal Procedures	Strong $p < 0.001$ $r = 0.831^{**}$ Very Strong	Strong $p < 0.001$ $r = 0.824^{**}$ Very Strong	Strong $p < 0.001$ $r = 0.817^{**}$ Very Strong
Current Records Disposal Practices	$p < 0.001$ $r = 0.884^{**}$ Very Strong $p < 0.001$	$p < 0.001$ $r = 0.859^{**}$ Very Strong $p < 0.001$	$p < 0.001$ $r = 0.882^{**}$ Very Strong $p < 0.001$

**** Highly Significant**

Coefficient of Interpretation Correlation Value: $0 < r \leq 0.19 = \text{Very Weak}$; $0.2 \leq r \leq 0.39 = \text{Weak}$; $0.4 \leq r \leq 0.59 = \text{Moderate}$; $0.6 \leq r \leq 0.79 = \text{Strong}$; $0.8 \leq r \leq 1.0 = \text{Very Strong}$

Table 9 presents the correlation between Records Disposal Strategies and Organizational Outcomes, indicating that records disposal plays a crucial role in improving operational efficiency, mitigating compliance risks, and optimizing storage resources. The correlation coefficients (r-values) suggest “strong” to “very strong” relationships, all of which are statistically significant ($p < 0.001$).

Records Generated shows a strong correlation with operational efficiency ($r = 0.734$), compliance risks ($r = 0.746$), and storage resource optimization ($r = 0.690$). Frequency of Disposal Needs exhibits a very strong correlation with operational efficiency ($r = 0.839$), compliance risks ($r = 0.837$), and storage resource optimization ($r = 0.843$). Awareness of Legal Standards demonstrates a strong relationship correlation with operational efficiency ($r = 0.746$), compliance risks ($r = 0.753$), and storage resource optimization ($r = 0.732$). Training of Personnel also shows a very strong correlation with operational efficiency ($r = 831$), compliance risks ($r = 0.824$), and storage resource optimization ($r = 0.817$). Current Records Disposal Practices has the highest correlation values with operational efficiency ($r = 0.884$), compliance risks ($r = 0.859$), and storage resource optimization ($r = 0.882$).

The findings confirm that records disposal strategies significantly impact organizational outcomes.

CONCLUSIONS

Based on the findings, the null hypothesis (H_0), which states that there is no significant relationship between records disposal strategies and organizational outcomes, is rejected. The study concluded that effective records disposal strategies contribute positively to operational efficiency, compliance risk management, and storage resource optimization within the organization.

RECOMMENDATIONS

To maximize the benefits of records disposal strategies, the following recommendations are proposed to enhance records disposal strategies at the Laguna State Polytechnic University (LSPU):

It is recommended for the concerned unit of the organization to implement a comprehensive records management strategy that focuses on high number of records and systematic records categorization and classification.

It is recommended for the organization to conduct a records

inventory audit, create digital tools to detect duplicate records, and develop “Guidelines and Checklists” to identify and report unnecessary records during routine operations.

It is recommended for the organization to establish a structured records disposal framework with a regular assessment process to effectively manage and dispose of obsolete records.

It is recommended for the organization to establish a Records Disposal Review Committee to assess and refine disposal strategies periodically.

It is recommended for the organization to create records management page indicating penalties or consequences for non-compliance with disposal standards; further, a policy awareness campaign may be launched and a helpdesk/FAQ Section be created.

It is recommended for the organization to develop and formalize an awareness strategy and create a simplified guide explaining the RDS and key retention periods.

It is also recommended for the organization to implement mandatory training programs on records disposal procedures and legal compliance for university employees especially on the newly hires.

It is also recommended for the organization to establish quarterly training program to ensure continuous learning and refresher opportunities for all employees.

It is also recommended for the organization to establish a standardized disposal schedule across all campuses to ensure timely and systematic record elimination.

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