

**Office Automation System Usage, Records Management Practices and Job Performance of
Office Managers in Public Polytechnics, Ekiti State, Nigeria**

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Certification

This is to certify that this thesis was carried out by **Ronke Temitope DADA** with Matriculation Number **LCU/PG/005783**, a student in the Department of Office and Information Management under my supervision in the Faculty of Communication and Information Science, Lead City University, Ibadan, Nigeria, for the award of Masters of Science Degree (MSc) in Office Information Management and that this has not been previously submitted

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Dedication

This research work is dedicated to the Almighty God

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Abstract

Office automation and records management are increasingly recognized as critical drivers of efficiency and productivity in educational institutions. Public polytechnics in Nigeria, rely heavily on effective administrative practices to enhance institutional outcomes. However, the extent to which office automation system usage and records management influence the job performance of office managers remains underexplored within the polytechnic context. This study investigated the influence of office automation system usage and records management on the job performance of office managers in public polytechnics in Ekiti State. A cross-sectional survey research design was employed, with copies of structured questionnaires administered to all the 106 office managers across Public Polytechnics in Ekiti State. The study was anchored on Campbell's theory of Job Performance, Davis's theory of Technology Acceptance and Upward's Record's Continuum. Frequency count and mean were used to analyze research questions while linear regression was used to test hypotheses. Findings revealed a very high level of job performance among respondents (Mean = 3.5), alongside high levels of office automation usage (Mean = 3.5) and records management practices (Mean = 3.5). Regression results indicated that office automation system usage (Adj. $R^2 = 0.449$, $F(1,104) = \text{value}$, $p < 0.05$) and records management (Adj. $R^2 = 0.666$, $F(1,104) = \text{value}$, $p < 0.05$) were significant predictors of job performance. Their combined influence was also statistically significant (Adj. $R^2 = 0.719$, $F(2,103) = \text{value}$, $p < 0.05$), confirming that office managers who effectively utilize automation tools and maintain robust records management practices are more productive in their roles. The study concludes that integrating office automation systems and effective records management practices significantly enhances the job performance of office managers in public polytechnics. The study recommends provision of adequate technological tools, and strict adherence to standardized records management policies as key institutional strategies for sustaining efficiency and effectiveness.

Keywords: Job Performance, Office Automation, Office Managers, Public Polytechnics, Records Management

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