

ABSTRACT

As new processes in information and communication technologies (ICT) develop and the advancement in the in digital connectivity, national and local governments are reassessing the way they work and interact both internally and with external organizations. This technology advancement has encouraged the government's organizations and affiliations to reconsider their internal and external relations and transactions. In order to succeed and build for the future, the administrative processes of governments are being transferred to electronic systems. Therefore, governments worldwide are considering establishing an electronic approach to government organizations and agencies in order to provide and facilitate many services to people anywhere and at any time, and to replace traditional routine procedures. The study sought to establish the preparedness in adoption of ICT for effective record management Narok County Government. The research established the type of record management system exist in Narok County Government and that the County embraced ICT in the revenue collection, it if there is any budgetary allocation for the adoption of ICT and finally capacity of Narok County Government in participation of electronic record program (ERM) was rated average. The main research instrument were questionnaires which were administered to different key Informants at various level of responsibility, clerical officers, record managers, and the ICT personnel at NCG, these questionnaires were supplemented by interviews which targeted the senior officers at the County Government. The study found out that there is a manual record system in Narok County Government and plans of adoption were underway, and that it slowly embraced technology based transactions and that the budget allocation will to cater for H/W and S/W purchase, renovation of a new computer room and training of staff, Training of employees' lead to successful implementation of e-Government and a lack of adequate training was found resulted in a significant challenge in the adoption of electronic records adoption. The study recommends that the transformation to e- registry services should be treated as a reform and restructuring process, and not merely the computerization of registry operations. Therefore for efficient rolling over of the system, the county should improve on communication within departments and borrow ideas from other regions or counties that have successfully implemented similar projects