**Importance of school records: School records keeping includes the fact that school records tell the history of the school and are useful historical sources.**

1. **Tell the history of the school and are useful historical sources.**
2. **Facilitate continuity in the administration and management of a school.**
3. **Facilitate and enhance the provision of effective guidance and counselling services for students in the social, academic career domains.**
4. **Provide information needed on ex-students by higher and other related institutions and employers of labour for admission or placement.**
5. **Facilitate the supply of information to parents and guardians for the effective monitoring of the progress of their children/wards in schooling or performance.**
6. **Provide data needed for planning and decision making by school heads, ministries of education and related educational authorities.**
7. **Provide a basis for the objective assessment of the state of teaching and learning in a school, including staff and student performance by supervisors and inspectors.**
8. **Provide information for the school community, the general public employers as well as educational and social science researchers for the advancement of knowledge.**
9. **Enable school heads to collate information on pupils and staff for decision making by higher authorities, the law courts security agencies and other related government agencies when occasion demands.**
10. **Provide a mechanism such as the school timetable for the productive management of time and coordination of school work and activities.**
11. **Serve as data bank on which both the school head and staff and even students can draw on.**