Record management, is the supervision and administration of digital or paper records, regardless of format.

The following are the problems with vivid examples, show that organization may experiences when records management is poor.

It may lead to the conflict, it may lead to the misunderstanding between custodian and record users, due to the misplacement of records this may rise conflict among two people or more due to the lost or misplacement of documents. Example, when a custodian misplace documents of the record user, at the time document may be needed by record user, and the custodian fail to show out documents, that may led to conflict among custodian and record user.

It may lead o the time consuming, it may lead to time consuming, when a record misplaced, custodian must use more time to create another record, so as to provide it on time to the user. Example when the user come for his record and record seems to be misplaced, in order to avoid conflict, custodian must take his time to create another document.

Disappearance of important documents, disappearance of important documents due when organization failure to take care their records so that may leads to disappearance of important documents in a organization only because of poor record managing, disappearance of important documents may lead a organization to be very poor in functioning. Example, when organization fail to take care, so document might be lost and make an organization be poor in functioning.

Leakage of information, information it is the record requiring protection because it’s unauthorized disclosure so it such record can not be kept well can cause damage or administrative embarrassment and also can be seen by the person who is not required to see. Example, when the document it’s not required to be seen and it has be seen by a person who is not required to see it that information may be leaked.

Increases organization costs, an organization may use a lot of money only for searching for documents which can be used in the organization when a document misplaced. Example in create another document due to the misplacement of documents costs must be used in order to create another document.

Generally, the following above are the problems with vivid examples, show that organization may experiences when records management is poor.