

Numerous Government institutions world over are receiving ISO Certification. Records Management is thus becoming Central. Records are a vital tool for management, operational continuity and legal evidence. Records ensure that Institutions have documented evidence of their activities on which to base decision. The purpose of this paper is to identify and define various terms and acronyms in records, management, examine records management and produces, records handled by sports managers objectives of records management, operation procedure for management of records and the role of sport managers in records management.