

The study examined the academic records management practices in Basic Schools in the Ashiedu Keteke Sub-Metro in the Greater Accra Region. Adopting the quantity approach to research, the study employed the descriptive survey design which involved the administration of closed-ended questionnaire to 20 head, 20 assistant head teachers and 213 teachers from 20 randomly selected Basic schools in the Ashiedu Keteke Sub-Metro. The study revealed that academic records of basic schools included admission register, attendance register, log book, visitors book, cumulative record folder, students report sheet/card, school timetable, staff attendance register, staff movement book, scheme of work, lesson plan and notes, store ledger/inventory book, and school syllabus. The absence of national policy on records management and the lack of guidelines for academic records management in schools appeared to be the major challenges hindering effective academic records management in basic schools in the sub-Metro. Based on the findings, it was recommended that there should be a national policy on academic records management. In addition, qualified record managers or professional archivists should be employed to manage academic records in Basic Schools