The government has given its attention to the records as they constitute an important source for the national memory. And for the first time the government issued legal texts in this regard, which are the bases for the field of records and archives and the establishment of the National Records and Archives Authority to perform its assigned tasks and to prepare specialists in providing support to all concerned bodies to build a modern records management system. This system deals with records since its creation in the government units, and through the stages they underwent up to their final disposition either permanent conservation in NRAA as part of the national heritage or their destruction. Since its inception, NRAA has also been able to carry out the following tasks:

•Preparation of specialists and building their own abilities by implementing an integrated scientific training program in order to obtain Diploma and Bachelor Degree.  
•Establishment of records department in all government units.  
•Embarking on building the system in a number of bodies and has been able to complete the system in eighteen government units in  a coordination with a number of government units.  
•Embarking on housekeeping records system which represents the similar topics such as the activity of the offices of the government unit heads, financial, human and material resources; because it is useless to build those common aspects in each unit separately.  NRAA will be able to complete this system within a full year which is represented in preparing a complete index for the different sorts of records and circulated files in these aspects and assigning a classification scheme and a retention schedule system for them.  
•Completion of the said work system determines the types of the files that will be migrated to NRAA’s building whose engineering designs have being in preliminary to its construction. The building is supposed to be completed at the end of the foundation stage of this system which is estimated for four years.  
•Embarking on collecting records related to Sultanate from international records centers and archives. The tasks of this stage may continue for many years as NRAA made the inventory of relevant institutions abroad and carried out the necessary contacts in order to obtain the sets of records belonging to the Sultanate.

2.Recently, Oman’s e-governance leads the viewer of transforming Oman into world-class e-government, an advanced by unifying all Government entities and Ministries to provide effective and faster public service online. E-Oman will gather Oman advance to a new era of prosperity and progress through interaction among government, business and citizens. It seeks to delegate people and transfer Oman for a brighter future. On the other side, Oman’s e-government seeks to build a knowledge based on transforming business into e-business by interaction among the government, the corporate sectors and the citizens. It will make the business more productive and more efficient by saving the money and time. As a result, it will change the method of doing business. Moreover, Oman’s e-Governance seeks to create knowledge citizens by helping them to be Information Communication Technologies (ICT) providing and enabling them e-Government services that will change their lives to be more convenient and better.

**3.Research Methodology:**

**Data collection method:**

Research methodology will contain both quantitative and qualitative method. In qualitative method I will use an interview with specialists from both departments Documentation and IT to gather more specific information about the strategies of implementation the EDMS.Also, I will use the quantitative method through the survey questionnaire which will contain the all hierarchy. This will help in measure the problem faced

**Data Analysis:**

Data through this study will be analysis by using the PSPP software. This software analysis will depend on questionnaire and interview questions.

7.Summary

Nowadays, Information Technology has a great role in improving the performance of any organization employees. It is required to increase the level of knowledge and improve the employee’s performance. The role and contribution of information technology is imperative for employees to enhance their performance. The organization should adopt the latest mean of technology in order for them to improve the working speed of their employees. As a result, Ministry of Higher Education implement Electronic Post and Document System to facilitate the communication and fast work among its institutions. At the end, through this chapter the main objectives is to evaluate and improve the current electronic system at Ministry of Higher Education.