

The purpose of this study was to investigate the opinions of the administrators and personnels who faced the problems of the tasks of documentation in four categories : producing, delivering, keeping and expiration; with a comparison of these opinions towards such categories.

The sample consisted of 34 administrators and 57 personnels. Data was collected by the 38 items rating scale questionnaires. The analysis was made by using the arithmetic mean, standard deviation and t-test.

The findings of the study were problems concerning the tasks of documentation in all divisions of Srinakharinwirot University, Prasarnmitr Campus. Among the opinions of administrators and personnels towards the problems they were at moderate level. The comparison of myriad opinions towards the problems, there was no statistical significant difference.