



**KOGI STATE GOVERNMENT OF NIGERIA**  
**BUREAU OF LANDS**  
**DIRECTOR GENERAL OFFICE**

**REPORT ON THE DIGITAL ARCHIVING AND INDEXING OF  
CERTIFICATES OF OCCUPANCY (C OF OS) IN KOGI  
STATE**

This report provides an overview of the digital archiving and indexing process for Certificates of Occupancy (C of Os) in Kogi State, Nigeria, detailing the inventory of C of Os issued per year from 2012 to 2024, including breakdowns based on gender, ownership structure (co-owned or jointly owned), and organizational ownership. The goal of this report is to assess the progress of the digitization process, ensure that accurate and accessible data is available for government and public use, and facilitate more efficient land administration in Kogi State.

The Certificate of Occupancy (C of Os) is a key document in land ownership in Nigeria, signifying legal entitlement to the use of land. The digitization and proper archiving of C of Os is essential for effective land administration, reducing fraud, and ensuring transparency in land transactions. In Kogi State, the initiative to digitize C of Os began in 2012, with the aim of creating an accessible, secure, and efficient digital archive for all land ownership documents.

The digital archiving and indexing of C of Os involve the systematic cataloging and preservation of land ownership data in electronic form. This process includes scanning, data entry, and indexing, ensuring that

each C of Os is linked to a specific land parcel, owner(s), and any associated legal documentation.

This report seeks to:

- Provide an overview of the digital archiving and indexing process of C of Os in Kogi State.
- Present the inventory of C of Os issued annually from 2012 to 2024.
- Analyze the distribution of C of Os by gender, ownership structure (co-owned or jointly owned), and organizational ownership.

### **Digital Archiving and Indexing Process**

Scanning and Digitization: C of Os are scanned using high-resolution scanners to create digital copies, ensuring that text and images are clear and legible. The physical documents are then stored securely.

### **Data Entry and Indexing**

- Data Entry: Key details from the C of Os, such as the land parcel number, owner's name, gender, ownership type (individual, co-owned, jointly owned, or organizational), and date of issuance, are entered into the digital database.
- Indexing: Each C of O is indexed with relevant metadata to facilitate easy retrieval. The indexing system includes unique identifiers (e.g., C of O number, land parcel ID) and categorized data fields (e.g., gender, ownership type, year of issuance).
- Storage: The data and digital images are stored on secure servers, with regular backups to prevent data loss.

## **Integration into Land Management Systems**

The digitized C of Os are integrated into Kogi State's land management system, which is designed to:

- Allow for easy retrieval of land ownership data.
- Facilitate data analysis for planning, policy-making, and revenue generation.
- Ensure transparency and security in land transactions.

### **Inventory of C of Os Issued per Year (2012–2024)**

The process of digital archiving and indexing of Certificates of Occupancy in Kogi State involves several key steps:

#### **Collection and Preparation of Data.**

- **Physical Collection:** All C of Os issued since 2012 are collected from the state's Land Registry and other relevant departments.
- **Data Verification:** Each C of O is checked for completeness and accuracy, including verifying the details of the land parcel, owner(s), and legal documentation.

The digital archiving and indexing of Certificates of Occupancy in Kogi State is a critical step in modernizing land administration, ensuring transparency, and improving efficiency.

The statistic below is for all registered C of Os only excluding the R of Os

Year	Total Number of CofO Registered	Total Number of Digitised & Index Archive	Total Number of Undigitised	Percentage of C-of-O digitized and Indexed achievement	Remarks
2012	65	52	13	80%	
2013	39	29	10	74%	
2014	32	26	6	81%	
2015	54	35	19	65%	
2016	57	40	17	70%	
2017	60	45	15	75%	
2018	216	184	32	85%	
2019	182	159	23	87%	
2020	67	59	8	88%	
2021	225	178	47	79%	
2022	330	281	49	85%	
2023	221	221	0	100%	
2024	120	65	72	54%	
<b>Total</b>	<b>1692</b>	<b>1374</b>	<b>121</b>	<b>81%</b>	

Statistic of Certificate of occupancy issued based on gender is as follows in the table below

### OWNERSHIP OF C OF O ISSUED BASED ON GENDER

YEAR	Male	Female	Organization
2012	33	1	12
2013	17	4	8
2014	16	4	6
2015	25	2	9
2016	27	3	10
2017	31	3	11
2018	128	15	41
<b>2019</b>	<b>114</b>	<b>14</b>	<b>30</b>
<b>2020</b>	<b>30</b>	<b>4</b>	<b>21</b>
<b>2021</b>	<b>122</b>	<b>23</b>	<b>32</b>
<b>2022</b>	<b>211</b>	<b>28</b>	<b>41</b>
<b>2023</b>	<b>162</b>	<b>21</b>	<b>38</b>
<b>2024</b>	<b>112</b>	<b>15</b>	<b>15</b>

Below is the eDMS application interface used for the digital archiving and indexing of certificates of occupancy in Kogi state.

The screenshot displays the 'Corona Collaboration Suite' interface. At the top, there is a navigation bar with 'Web Map', 'Archival Manager', 'Security', 'Help', 'Change Password', and 'Logout'. Below this, a breadcrumb trail shows 'Dashboard' and 'All Document Archives'. The main content area is titled 'DOCUMENT METADATA' and contains a search form with the following fields:

- Property Unique ID (dropdown)
- Owner ID (dropdown)
- Owner's Name (text input)
- Owner's Type (radio buttons for Individual and Organisation)
- Ownership Type (radio buttons for Single-owned and Joint/Co-owned)
- Document Type (text input)
- Service Type (text input)
- Purpose (text input)
- Sex (radio buttons for Female and Male)
- C of O Issuance Date (dropdown menu set to 'Equal' and a date picker icon)
- C of O Registration Date (dropdown menu set to 'Equal' and a date picker icon)
- C of O Reference Number (text input)
- Registration Number (text input)
- Date Created (dropdown menu set to 'Equal' and a date picker icon)

At the bottom of the form, there are 'Search' and 'Reset' buttons.

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