

The University of Nairobi has trained key members of staff involved in the management of information resource of the University- both at creation and receipt stages on records management.

During the two-day training session, the participants were equipped with knowledge and skills on pertinent issues pertaining to records keeping and management with keen attention to presentation on records classification and indexing schemes.

Presiding over the opening ceremony, the Vice-Chancellor, Prof. Peter Mbithi said that the University is committed to effective records management systems, procedures and practices that meet legal standards for records creation, use, maintenance, retention and protection of privacy. He revealed that the University is keen on a system that optimizes the use of space, minimizes the cost of record storage, and properly and systematically carries out records disposition. Prof. Mbithi also urged those in attendance to have a vision for their departments and improve on their functions.

In her presentation, Ms. Mary Machio from the Kenya National Archives and Documentation Service, said that records should be used without loss of integrity and meaning to the institution. She said that records are evidence of what is transpiring in any organization. She said that records as a source of information are a basic resource which plays a vital role in the management of the University and that they contribute significantly in the realization of good governance. Ms. Machio noted that the laws regarding custody of records state that all records form part of national archives. All records belong to the state and hence export of any records made in Kenya is prohibited.

Others who spoke during the training sessions organized by the Administration Department Mr. Benard Kiigeh, Deputy Registrar, Personnel and Training and Mr. Joseph Omollo, Records Manager