

SBS STAFF PARTICIPATE IN VARSITY TRAINING ON RECORD MANAGEMENT

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.

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.