



Library Short Course on Records Management

Library Short Course on Records Management

Type: News

The Library Department in conjunction with UNES Ltd will conduct a short course on Records Management as follows;

Dates: 25th - 27th November 2015

Venue: Jomo Kenyatta Memorial Library

Cost: Ksh. 30,000.00

Target audience: Secretaries, Records Management Officers 11 and 111,

Record Clerks, Procurement Assistants, Accounts Assistants, Human Resource Assistants

Course details:

http://uonlibrary.uonbi.ac.ke/sites/default/files/main_uon/library/Short%20Course%20-%20Records%20Management.pdf

Registration: To register for the course, get in touch with the undersigned.

Agatha N. Kabugu

Deputy Director (Planning)

University of Nairobi Library

PO Box 30197

00100 Nairobi

<http://www.uonbi.ac.ke>

Tel: 254 020 3318262 Ext 28201

Fax 254 020 245566

Mobile: 254 725 527 527

Website: <http://uonlibrary.uonbi.ac.ke>

Share: [Facebook](#) [Twitter](#) [Google Plus](#) [Yahoo](#) [LinkedIn](#) [Digg](#) [Delicious](#)

Wed, 2015-10-28 10

Tags:

- [Library](#)
- [Records Management](#)
- [Short Course](#)

Source URL: <http://uonbi.ac.ke/content/library-short-course-records-management>