



UNIVERSITY OF NAIROBI

**OPENING SPEECH BY THE DEPUTY VICE-CHANCELLOR
(A&F) DURING THE RECORDS MANAGEMENT
SENSITIZATION FOR SECRETARIES AND REGISTRY
CLERKS HELD AT THE CENTRAL CATERING UNIT (CCU)
ON THURSDAY 24, 2010**

Ladies and Gentlemen, it is my pleasure to be with you here this morning, to share with you this important occasion.

This is another opportunity where the University has brought together our Secretaries and Registry Clerks, for sensitization on records management. This programme seeks to have this cadre of staff discuss records management issues and to share their views and experiences. The programme is also intended to update the participants on current records management programmes being undertaken.

I am informed that during today's programme, you are going to learn basic records management concepts and terminologies. You will be informed about the legal

requirements in records keeping. You will learn about records classification and indexing schemes, storage of records, records survey, appraisal and disposal. You will also learn about ISO 9001:2008, specifically how to interpret and implement ISO QMS procedure manuals uon/op/01 and uon/op/02.

I want to assure you that Management regards your participation in this important programme very highly. Your contribution in good records keeping and in the management processes of all activities taking place in the university is also highly appreciated.

As you are aware, Management values good records keeping and information management in general. You are the pillar when it comes to records creation, receipt and maintenance.

Why do we value records?

We should be reminded that:

- **Records as a source of information are a basic resource which plays a vital role in the management of our institution.**
- **Records play a key role in the preservation of our organization's identity, and also contribute significantly in the realization of good governance.**

- **Records ensure evidence of our activities on which we base our decisions.**

Your responsibilities.

- **Efficient and prompt creation and receipt of records**
- **Efficient and accurate registration and indexing of mail**
- **Prompt and effective distribution of mail and files**
- **Good storage of records**

- **Quick and efficient retrieval of files and information when required.**
- **Security of information in our care.**

Our Assurance.

- **We have developed a draft records policy, which will soon be discussed by UMB.**
- **We have also prepared a draft registry manual to guide registry personnel in particular on all aspects of records processes – from creation, use, maintenance and disposal.**

- **A number of filing systems have been revised and are in the implementation stage.**
- **Records management committees have been established in a number of divisions and colleges to assist in records management activities.**
- **A draft records retention disposal schedule has been prepared and is being discussed by various records management committees.**
- **Over 70 records management committee members are being trained on the job.**
- **We intend to address the issue of housing, expansion of registries and setting record centers at college level**

- **We plan to re-organize the university archives by addressing the twin issues of staffing and storage equipment.**
- **We are in the process of identifying old closed records that we no longer require with a view to destroying them so that we create space**
- **We intend to address the issue of records preservation through digitization and microfilming.**
- **We also intend to, through ICTC, address the issue of a system (soft ware) for management of paper records. This will greatly improve the management of our records and information in general.**

Commitment.

- **The management is committed to providing the necessary resources required for records management activities.**

In conclusion, i wish you the very best during the time you will be learning. This is a case of re-engineering – sharing of ideas, views and experience. Make it interactive so that we all learn from each others experience.

Thank you and have a good day.