
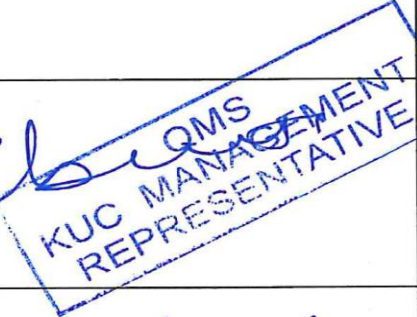


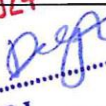




PROCEDURES FOR RECORDS MANAGEMENT (KUC/QMS/R/45)

AUTHORIZATION: Procedures for Records Management are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024
PROCESS OWNER: Senior Records Officer	
SIGNATURE:	 
DATE:	23/08/2024. 23 AUG 2024 



PROCEDURES FOR RECORDS MANAGEMENT (KUC/QMS/R/45)

RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	SRO



PROCEDURES FOR RECORDS MANAGEMENT (KUC/QMS/R/45)

DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



PROCEDURES FOR RECORDS MANAGEMENT (KUC/QMS/R/45)

SECTION A: QUALITY OBJECTIVES

OBJECTIVE	ACTIVITIES	RESOURCES.	RESPONSIBILITY.	TIME FSROE.	KEY PERFORMANCE INDICATORS.
To Maintain and retrieve college records	Automating records Archiving old records Procuring more cabinets Identification of more storage space	-Qualified personnel -Budget -Automation Application	-Records management Officer -Records Management Assistant - Procurement Department - ICT - Finance Department	-June 2020	- automated records - storage cabinets - storage space - archived records



PROCEDURES FOR RECORDS MANAGEMENT (KUC/QMS/R/45)

SECTION B: PROCEDURES

PROCEDURE FOR RECORDS MANAGEMENT

2. PURPOSE

To ensure safe keeping and easy retrieval of records and documents

3 SCOPE

This procedure covers the creation/receipt, maintenance and use, archiving and disposal.

4. REFERENCES

1. KUC Filing index
2. Kenya National Archives and Documentation Service Act - Cap 19
3. Circular No.DPM.12/6a vol.1 (71)
4. Office of the president Circular No.OP.1/48A/66 on

6. RESPONSIBILITIES

The Senior Records Officer shall be responsible for the Records Management functions.

7. INPUTS

Documents & records

Kenya National Archives Guidelines

Filing Index

8. METHOD

- 8.1** The SRMO shall open a file whenever a new subject or activity arises and file index is updated.
- 8.2** The SRMO shall notify all the relevant officers of the updated file index
- 8.3** SRMO shall collect all inactive documents and store in the Central registry.
- 8.4** SRMO shall record file movement in the file movement register.



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- 8.5** SRMO shall ensure that every file moving in and out of the records office is recorded in a file movement register.
- 8.6** Officers shall maintain file movement register in their office for movement of files to other offices.

9 OUTPUTS

Records retained

Records maintained

9 RECORDS

File movement registers

Closed file Register

Filing index

Guide to Archives