



UNIVERSITY OF NAIROBI LIBRARY DEPARTMENT

SHORT COURSE ON RECORDS MANAGEMENT

DURATION: 3 DAYS

DATES: 25TH – 27TH NOVEMBER, 2015

TARGET GROUPS:

- Secretaries,
- Records Management Officers 11 and 111,
- Record Clerks, Procurement Assistants,
- Accounts Assistants,
- Human Resource Assistants.

COURSE OBJECTIVES

- To introduce participants to records management terminologies, applicable legislations, records management concepts and principles.
- To introduce participants to various categories of records- administrative, personnel, procurement, accounting records et cetera.
- To introduce participants to systems and procedures applicable in the processes of receipt, registration, identification and classification of records.
- To enable participants appreciate physical facilities required for management of records.
- To enable participants learn the aspects of mail and file management.
- To introduce the participants to types of registry systems, concept of registration, physical layout of a registry, and activities connected thereof.
- To enable participants appreciate the value of proper housing for records, retention scheduling and records disposition process.
- To introduce participants to various aspects of records security, securing classification and agents of records destruction.
- To introduce participants to use of ICT in records management, aspects of e-registry, digitization and microfilming programmes.

COURSE OUT-PUT

By the end of the course, participants should be able to:

- Appreciate terminologies used in records management
- Understand relevant legislations used in the management of public and private sector records and
- Appreciate life circle and continuum concepts.
- Differentiate various categories of records, able to learn how to receive and register mail, open and close a file and classify records.
- Appreciate uses of various record control tools.
- Understand aspects of centralised and decentralized registry systems; personnel registry, general registry and confidential registry and the operations thereof.
- Appreciate proper housing of records
- Learn aspects of preparation and application of records retention and disposal schedules; types of schedules and records disposition processes.
- Appreciate the values of records and security aspects, categorization of documents and files based on information content and agents of records destruction.
- Appreciate use of technology in the management of records.