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RECORD MANAGEMENT IN UNIVERSITY INSTITUTIONS
What is Records Management?

• Records management means the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, maintenance, use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the university and effective and economical management of its operations.
Objectives of Records Management

• Accurately and completely document the policies and transactions of the institution
• Control the quantity and quality of records produced by institution.
• Establish and maintain mechanisms of control with respect to records creation in order to prevent the creation of unnecessary records and with respect to the effective and economical operations of an institution.
• Simplify the activities, systems, and processes of records creation and of records maintenance and use.
• Preserve and dispose of records in accordance with the governing statutes.
• Direct continuing attention to records from their initial creation to their final disposition, with particular emphasis on the prevention of unnecessary institutional paperwork.
• Establish and maintain any other systems or techniques the institution determines to be necessary to carry out an effective and efficient Records Management program.
Key records in universities

- Student bi-odata
- Student marks
- Student scripts
- Communications with students
- Curricula
- Policies
- Members of staff bi-odata
- etc
DOCUMENT MANAGEMENT SOLUTIONS

• Electronic records- emails
• Computer records
• Scanning
• Imaging
• Radiology
• Files
Excuses for not considering document management

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Retiring Inactive Records

- When records are no longer required for current work, they can be sent to a records storage facility where they will reside until they meet their disposition date.
- Manuals on Transfer, Withdrawal and Destruction of Records provides detailed instructions and guidance to prepare records for storage.
Recommendations for MKU

• Files and filling cabinets for HODs for managing students and staff records in the departments
• Emails for all staff for communication from office to office
• Intranet for depositing all university documents
• Records department and records manager
• Cc copies only sent through emails
END

Thank you