

**ADMINISTRATION DEPARTMENT
RECORDS MANAGEMENT UNIT
REPORT OF ACTIVITIES CONDUCTED DURING FOURTH QUOTA: APRIL- JUNE 2014.**

During the period under review, the unit implemented the strategies outlined in the table below .

STRATEGY	ATIVITIES	UNIT	OUT PUT
Review of systems and procedures	Revision of records classification and indexing scheme	Finance Department	Review of classification and indexing scheme on going.
	Identification of broad record series	(Dept. of Ling and Languages	Classification scheme revised
	Identification of activities carried out by the department	Sports and Games	Classification scheme revised
Re-organization of current records/registries	Closing duplicate files	Finance Department.	Current files in almost all units worked on save for two units.
	Merging files	Department of Sports and Games	
	Labeling files		All current files worked on.
Records disposal	Identification of personnel files for transfer to the archives	Administration Department	133 boxes labeled and transferred to the archives – A total of 1330 record items were transferred.
Staff sensitization/training	Discussion with staff during staff meetings and conducting seminars	UNES	Fifteen staff members sensitized trained on aspects of records classification, management of electronic records and procedures/requirements for records disposal

		Finance department	Sixteen staff members sensitized on the aspect of carrying out effective review of records classification and indexing scheme
	Seminar paper on “Implementation of Records Management Policy”	Staff from various departments during sensitization on Basic sign language	75 staff members sensitized on key requirements of records management policy
		Sports and Games	Sixteen staff members sensitized on various features of the policy on records management.
Monitoring and evaluation.	<p>To monitor and evaluate:</p> <ul style="list-style-type: none"> • Staff awareness of the general requirements of Records Management • How far the policy on records management has been implemented • Staff consistency in implementation of the requirements of UON/OP/01- Procedure 	<p>Extra Mural Centers – Kisumu and Mombassa</p> <p>Legal department</p> <p>Procurement department</p> <p>Finance department</p> <p>Construction and Maintenance department</p> <p>Principal’s office- CHS</p> <p>School of Pharmacy</p>	<p>About 60 staff members sensitized</p> <p>Questionnaire administered</p> <p>Findings and observations made and documented</p> <p>Reports written and submitted.</p>

	<p>Control of Documents and UON/OP/02- Procedure for Control of Records</p> <ul style="list-style-type: none"> • State of housing and equipment for storage of records • Staffing in records management units/capacity building • Safety/security of records 	<p>School of Nursing School of Medicine Administration department.</p>	
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