

**EGERTON**



**UNIVERSITY**

**RECORDS MANAGEMENT  
AND ARCHIVES POLICY**

*(Revised Edition)*

**EGERTON UNIVERSITY**  
**RECORDS MANAGEMENT AND ARCHIVES POLICY**

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## FOREWORD

Egerton University, guided by its vision of a world-class university for the advancement of humanity, has the mission to generate and disseminate significant knowledge and offer exemplary education that contributes to national and global development. In realizing this vision and mission, the University recognizes the important role of records as a major source of information that facilitates effective and efficient business transactions as well as a tool for achieving transparency, accountability and good governance for exemplary service delivery. The University is therefore committed to ensuring the highest standards of records management.

This revised edition of the University's Records Management and Archives Policy offers a framework and guidelines on how records should be handled and managed within the institution. In this regard, all University officers are required to observe the guidelines and work closely with the Records Manager to put to perfect use the systems put in place under the Policy.

I wish to express my gratitude to all individuals who ensured that the 1<sup>st</sup> revision of this Policy was prepared as scheduled.

Prof. Isaac O. Kibwage, Ph.D.

**Vice-Chancellor**

## **PREAMBLE**

Egerton University is a public institution of higher learning in Kenya. Its management is in line with the Government of Kenya's commitment to accountability and transparency. The Records Management and Archives Centre was established in 2012 to ensure streamlined systematic control and efficient management of University Records. The Centre's mandate in developing this Records Management and Archives Policy is to provide guidance on all aspects of records and archives management. This Policy was first approved for immediate implementation on 18<sup>th</sup> April 2012. It is subject for review after every five years to maintain relevance and currency.

## ACRONYMS

<b>COD</b>	Chairman of Department
<b>EU</b>	Egerton University
<b>HOD</b>	Head of Department
<b>RC</b>	Records Coordinator
<b>RDS</b>	Records Disposal Schedule(s)
<b>RMAAC</b>	Records Management and Archives Advisory Committee
<b>RMAC</b>	Records Management and Archives Centre
<b>RMAP</b>	Records Management and Archives Policy
<b>RMP</b>	Records Management Procedures
<b>RM</b>	Records Management
<b>RRDS</b>	Records Retention and Disposal Schedules
<b>RRS</b>	Records Retention Schedule(s)
<b>RS</b>	Records Schedules
<b>URs</b>	University Records

## **TERMS AND DEFINITIONS**

<b>Active Records</b>	University records that are currently in frequent use in the office/department which created them. These remain under the custody, responsibility and control of the office/department of origin.
<b>Appraisal</b>	This is the process of determining the eventual disposal of records based on the archival value.
<b>Archives</b>	Records usually, but not necessarily non-current records of enduring value selected for permanent preservation. Archives also refer to a room where archival records are stored.
<b>Archival Records</b>	These are records of enduring historical or permanent value in the University. They are no longer required for the conduct of current business, and are also called inactive records.
<b>Classified Records</b>	These are records whose access is restricted.
<b>Confidential Records</b>	Information materials that are not authorized for use unless with permission from the creating agency or record owner.
<b>Current Records</b>	These represent recorded information regardless of form or medium, created or received and maintained by the University.
<b>Ephemeral Records</b>	Records which have only short-term value to the University with little or no on-going administrative value.
<b>General Records Retention and Disposal Schedule</b>	This is a document describing all types of records created in the University, containing a predetermined period and prescribed disposal actions to be taken once a record is no longer needed for the conduct of current business. It is a timetable for planning and effecting the preservation and disposal of records. These are the maximum time periods governing the retention of University Records that may be encountered by all administrative offices across the University
<b>Inactive Records</b>	These are University records that are no longer in active use (or non-current records). These should be appraised and their retention determined as stipulated in the General Records Retention and Disposal Schedules

<b>Provenance</b>	This is the basic principle according to which archives of the same creating agency are arranged and maintained.
<b>Office of Origin</b>	This is the office where a record was first created or the original owner of the record.
<b>Record</b>	A record is a permanent account of facts or events with essential evidence that a particular action or transaction took place. This may be in the form of a printed document, map, plan, drawing, microfilm, photograph, video, audio tape, films, or electronic.
<b>Records Coordinator</b>	This is an officer appointed or designated by an office or department to act and work in liaison with the University Records Management Archives Centre.
<b>Records Disposal</b>	This is a systematic way of either destroying inactive valueless records or transferring valuable records to the Archives.
<b>Records Management</b>	This is the systematic control of all records from their creation to receipt through processing, retrieval, distribution, and use to their ultimate preservation and disposal.
<b>Restricted Record</b>	Information and material whose unauthorized disclosure would be undesirable or against the interests of the University or cause serious damage to the image of the institution.
<b>Records Retention Schedules</b>	A systematic listing of records created by a department, which plans the life of those records from the time of creation, use, maintenance to disposal.
<b>Retention Period</b>	This is the specified time that records are maintained and managed in the office of their creation before being transferred to the Archives or for appraisal.
<b>Semi-current (semi-active) Records</b>	These are records used with limited frequency. Ownership and control remains with the office/department of origin.
<b>University Records Management and Archives Centre</b>	This is the centralized administrative department in the University responsible for the coordination of identifying, appraising,



collecting, managing and preserving the University Records for posterity as well advise on records disposal procedures.

**University Archivist**

Is the personnel who organizes and supervises the deposit and servicing of inactive records in the Records Center and the eventual permanent conveyance of historical materials to the Archives.

## **1.0 INTRODUCTION**

Egerton University has grown tremendously from its inception in 1939 as an Agricultural School and then College to a modern institution of higher learning. The student population has grown from the first 3 students to nearly 20,000 in the academic year 2022/2023. The staff population too has increased to a total of some 1,400. In tandem with this growth, the University has accumulated a substantial volume of records relating to its teaching, research, students, staff, finances and other related activities. The University recognizes the value of records management and archives in preserving the University Records and is committed to their prudent management.

It is with this recognition in mind that this Records Management and Archives Policy (RMAP) has been developed and revised. Its purpose is to continue guiding on all aspects of records management and archives. Effective records management is vital to the professionalism that is expected in a world-class university, as this provides evidence of business transactions within the University and promotes timely and quick access to information required to make decisions, thereby enhancing the institution's performance.

## **2.0 THE UNIVERSITY VISION, MISSION, PHILOSOPHY AND CORE VALUES**

### **2.1 Vision**

A world-class university for the advancement of humanity.

### **2.2 Mission**

To generate knowledge and offer exemplary education and training to society for national and global development.

### **2.3 Philosophy**

Egerton University innovatively influences human development through generation, acquisition, preservation and dissemination of knowledge and skills in Agriculture and related disciplines, guided by its core values.

## **2.4 Core Values**

The activities and decisions of Egerton University are guided by: National unity and social fairness; Integrity, transparency and accountability; Professionalism; Internationalism; Passion for excellence and devotion to duty; Team work; Passion for environmental conservation; Innovativeness and creativity.

## **3.0 PURPOSE AND OBJECTIVES OF THE POLICY**

### **3.1 The Purpose of the Policy**

The purpose of the Egerton University RMAP is to provide general principles, guidelines and a framework that ensures professional management of University Records (URs) in all formats as valuable information resources and assets. The Policy shall ensure that all University Departments take responsibility for proper management of URs to ensure compliance with legal and financial requirements that satisfy the University's administrative needs.

### **3.2 Objectives of the Policy**

The main objective of the Policy is to guide on how URs shall be appraised and advice on the management, care, preservation, and custody of the records. The specific objectives are:

- i) To define the obligations of all stakeholders involved in the creation, use and management of URs.
- ii) To define the various categories of records found in the University and the specific Record Retention and Disposal Schedules (RRDS).
- iii) To guide on how and when the URs should be transferred from the office of origin to the Records Management and Archives Centre (RMAC).
- iv) To regulate the conditions under which authorized persons may use the facilities and resources provided by the RMAC.
- v) To guide on how obsolete URs shall be disposed.

## **4.0 POLICY GUIDING PRINCIPLES**

The RMAP shall be based on the following guiding principles:

- i) All URs regardless of their format or location are the property of the University.
- ii) Records in all formats created and received as evidence of University activities shall be captured as records and maintained in all processes and systems.

- iii) All URs must be maintained for specific purposes and information contained in them must meet those purposes.
- iv) The RMAP, programme and practices shall be based on current legislative requirements, audit rules, professional standards and best practices.
- v) The access and appropriate use of URs shall be guided by this University Records Management and Archives Policy and procedures.
- vi) URs shall be handled with appropriate care so that they remain authentic, reliable, secure and confidential.
- vii) URs shall be preserved in secure and reliable record keeping systems to prevent unauthorized access, alteration, damage or removal.

## **5.0 SCOPE OF THE POLICY**

This Policy shall apply to:

- i) All the records created or received in the course of carrying out all the work of the University and all its transactions and business activities.
- ii) All the University administrative staff and members of faculties who may create or have in their possession URs relating to University functions and activities.
- iii) The creation, receipt, use, handling, maintenance, storage and disposition of all URs.
- iv) Records in all formats, including print, electronic, photographs, film, microfilms, microfiche, audio and video-tapes documents and files.

## **6.0 LEGISLATIVE AND POLICY REFERENCE DOCUMENTS**

In implementing this Policy, reference shall be made to the following sources as may be applicable:

- i) Records Management Procedures Manual for the Public Service (May 2010).
- ii) A Strategy for the Improvement of Record Management in Public Service (May 2011).
- iii) The Public Archives and Documentation Service Act, Cap 19, Laws of Kenya, 2012.
- iv) Government of Kenya Financial Regulations and Procedures, Chapter 23.
- v) Ministry of State for Public Service (DPM) circular on personnel records - ref. No. DPM.12/6A Vol. I (71) of 12th March 2008
- vi) The Public Procurement and Assets Disposal Act, 2015 and the Public Procurement and Disposal regulations, 2020.
- vii) Egerton University Intellectual Property Rights Policy (April 2010).

- viii) The Universities Act, 2012 and its amendments.
- ix) Archives Circular No. 2 of 12 January 1965.
- x) Official Secret Act (1979), Revised 2009.
- xi) National Archives Guidelines.
- xii) Government Circulars.
- xiii) The Exchequer and Audit Act, Cap 412, 2012.
- xiv) Records Disposal Act, Cap 14, 2012.
- xv) The Constitution of Kenya, 2010, especially Chapter 4.
- xvi) The Data Protection Act, 2019.
- xvii) Public Finance Management Act, 2012.

## **7.0 STATEMENT OF AUTHORITY AND RESPONSIBILITY**

Various key stakeholders shall be responsible for the efficient management of URs for posterity.

### **7.1 The Vice-Chancellor**

The Vice-Chancellor shall:

- i) Ensure that the RMAC has the necessary professional personnel as laid out in the approved scheme of service with the necessary financial support and office space to enable it meet its obligations.
- ii) Ensure that the University complies with the set legislative and professional standards in records management.
- iii) Facilitate the approval and implementation of RMAC generated documents by the University Senate and/or Council.
- iv) Appoint the Records Management and Archives Advisory Committee (RMAAC) to advise and oversee the operations of the RMAC.

### **7.1 The Deputy Vice-Chancellor (Administration, Planning & Development)**

The Deputy Vice-Chancellor (Administration, Planning & Development) shall:

- i) Report to the Vice-Chancellor any changes in the organization of the archives and records management services, in consultation with the Records Manager.
- ii) Chair the RMAAC.

- iii) Facilitate the approval and implementation of the Archives and Records Management schedules, policies, procedures and guidelines.

### **7.3 The Records Manager**

There shall be a Records Manager, who shall be the head of the RMAC and shall;

- i) Report to the Vice-Chancellor through the Deputy Vice-Chancellor (Administration, Planning & Development) on the organization of the records management services.
- ii) Be responsible for setting professional records and archives management standards and ensure all records are well managed and preserved in the University
- iii) Perform the following day-to-day duties:
  - a. Ensure smooth running of the activities of the RMAC.
  - b. Develop and review the general and office-specific Records Retention Schedules (RRS).
  - c. Offer expert guidance on management of URs.
  - d. Identify, collect and preserve URs according to this Policy and its procedures.
  - e. Prevent destruction of archival records by careful records handling and promoting appropriate records management practices.
  - f. Respect the confidentiality of records to which privileged access is given.
  - g. Initiate the necessary training, support and advice to the relevant University staff so that procedures and controls are understood and applied.
  - h. Maintain proper documentation of all records in the RMAC.
  - i. Ensure all records are easily retrievable.
  - j. Carry out sensitization on the RMAC services and information resources in its custody.
  - k. Promote and support research through provision of access to historical records of the University.

### **7.4 The University Records Management and Archives Advisory Committee**

#### **7.4.1 Membership of the RMAAC**

There shall be the University Records Management and Archives Advisory Committee. The RMAAC shall consist of the following members:

- i) The Deputy Vice-Chancellor (Administration, Planning & Development) as

- the Chairperson;
- ii) The Registrar (Human Capital and Administration);
- iii) The University Librarian;
- iv) The Registrar (Academic Affairs);
- v) The Director, Research and Extension;
- vi) The Manager, Information and Communication Technology (ICT);
- vii) The Legal Officer;
- viii) The Chief Finance Officer;
- ix) The Chief Medical Officer;
- x) The Chief Procurement Officer
- xi) The Records Manager, Secretary to the Committee

#### **7.4.2 Functions of the RMAAC**

The RMAAC shall:

- i) Oversee and advise on various aspects of Records and Archives Management, including the Policy and procedures.
- ii) Advise on the management and preservation of all records.
- iii) Regulate on RRDS.
- iv) Approve records management policy guidelines.
- v) Facilitate the approval of Records Management Policies and RRDS.
- vi) Deal with any other matters relating to records and archives.

#### **7.5 Responsibility of the Heads/ Chairpersons of Departments**

All University Heads of Departments (HODs) and Chairpersons of Departments (CODs) shall be responsible for the management and preservation of their departments' records and ensure compliance with this policy.

The HODs and CODs shall perform the following duties:

- i). Work with the Records Manager to ensure efficient and economic control of URs.
- ii). Be responsible for implementing and maintaining sound record keeping practices within their departments/sections.
- iii). Act as liaison officer between his/her office/department and the RMAC.

- iv). Be responsible for the control of records created/received while carrying out specific University functions in their departments.
- v). Ensuring that the RMAP and Record Schedules (RS) are followed and that the disposal or transfer of records are authorized and documented accordingly.
- vi). Together with the Records Manager, they shall regularly survey inventories and appraise office specific records to determine retention periods.

## **7.6 Responsibility of University Staff**

All University staff charged with various duties and activities of the University shall be responsible and accountable for creating and keeping accurate records pertaining to their activities, transactions and decisions in the University. They shall take care of and preserve the records in accordance with this policy and the relevant RRDS.

## **8.0 THE FUNCTIONS OF THE RECORDS MANAGEMENT AND ARCHIVES CENTRE**

There shall be a Records Management and Archives Centre, which shall be responsible for records and archives management services in the University including planning and implementation of the manual and automated records management systems. The Centre shall consist of two sections namely: Records Management Section and Archives Section.

### **8.1 Functions of the Records Management Section**

The Records Management Section shall be run by the Records Manager. Its broad functions shall be to;

- i) Develop a comprehensive records management programme for the University.
- ii) Develop and implement policies and procedures of administering the records management programme.
- iii) Develop, implement and audit systems and procedures for management of records.
- iv) Prepare regularly, maintain and review the filing and classification schemes.
- v) Develop and implement the RRDS.
- vi) Sensitize the University community on the records management services and resources



## **8.2 Functions of the Archives Section**

The Archives section shall be run by the University Archivist. The functions of the section shall be to;

- i) Process archival documents.
- ii) Receive and classify all records transferred to the Archives from the creating office.
- iii) Develop a University Records Disaster Management Programme.
- iv) House, control and preserve all URs for posterity.
- v) Formulate and implement access rules and regulations of the University Archives.
- vi) Retrieve and disseminate of information in the University Archives.
- vii) Sensitize University community on the records management services and resources.

## **9.0 THE UNIVERSITY RECORDS**

These are records generated in print or electronic format as a result of the University's day-to-day transactions. The URs fall under the following major categories: Administrative, Financial, Personnel, Medical, Academic, Procurement, and Research records. The URs must be accurate, reliable and authentic enough to:

- i) Facilitate authorized access, utilization and action by relevant stakeholders.
- ii) Conform to the Data Protection Act, 2019 and the Access to Information Act, 2016.
- iii) Facilitate proper scrutiny of the conduct of University business by anyone authorized to undertake such scrutiny.
- iv) Protect the financial, legal and other rights of the University, its clients and any other persons affected by its actions and decisions.

## **10.0 CATEGORY OF RECORDS**

The types of records to be considered for records and archives management purposes under this Policy shall comprise of;

- i) Annual and other major reports.
- ii) Minutes and circulated reports of the major University Committees.
- iii) Records relating to the formulation of policies in the University.
- iv) Records relating to the origins of the departments, their staffing, functions and procedures.
- v) Set of guides, manuals and instructions.

- vi) Correspondence, photographs, research materials, manuscripts of published texts and articles, official diaries and notebooks.
- vii) Research papers of students and staff.
- viii) Archives of students' associations, clubs and societies.
- ix) Archives of staff societies and associations.
- x) Legal documents, including property title deeds, patents, significant contacts etc.
- xi) Records that describe the University's origin and structure, including the Statutes.
- xii) Financial records that document the conduct of the University's financial affairs.
- xiii) Drawings, plans and buildings specifications.
- xiv) Students' and staff medical records.
- xv) Students' academic records.
- xvi) Personnel records.
- xvii) Procurement disposal records.
- xviii) Research Records.

## **11.0 TYPES OF RECORDS APPRAISED, SELECTED AND PRESERVED**

The University Records to be appraised and selected for preservation shall include those that:

- i) Contain information needed for taking action or making decisions.
- ii) Provide a precedent for future actions.
- iii) Show the reasons for important actions and decisions reached.
- iv) Provide information on the history of the University, its structure, policies and procedures.
- v) Contain notable University events, individuals, trends in political, social economic and local conditions.
- vi) Contain qualitative measures and indicators.

### **11.1 Records Selection Guiding Principles**

In selecting records for management and preservation, the following guiding principles shall apply:

- i). **Authenticity:** Records must be credible and must be dated and signed by the creator.
- ii). **Accuracy:** Records must accurately reflect the transactions that they document.
- iii). **Completeness:** Records must be sufficient in content, context and structure to reconstruct

the relevant activities and transactions.

- iv). **Comprehensiveness:** Records must document the complete range of the University's business.

## **11.2 TRANSFER OF RECORDS TO THE RMAC**

The HODs and CODs shall identify records they intend to transfer to the RMAC having classified them as general, confidential, secret, top secret. After identifying the records to be transferred, they shall contact the Records Manager and the following processes shall follow:

- i) The Records Manager in consultation with the Records Coordinators (RCs) shall appraise all records in question.
- ii). Paper records approved for transfer shall be packed in standard archival boxes with a lists of their contents.
- iii). Records transferred to the RMAC shall be accompanied with a transfer list as prescribed by the University Archivist, catalogued and accessioned according to standards approved by the Centre.
- iv). Electronic records shall be transferred through optical disc, flash disk or email depending on size, format and content.
- v). Archival materials generated and owned by individuals or other organizations may be donated to RMAC under a signed agreement. The RMAC shall only accept such materials as gifts. Materials shall not be purchased.

## **12.0 RECORDS RETENTION AND DISPOSAL SCHEDULES**

Records Retention and Disposal Schedules shall be developed and approved by the RMAAC and the Senate or the University Council before they are implemented. The RRDS shall facilitate and guide preservation or disposal/destruction of records. In developing the RRDS, the Record Manager shall consider the following factors:

- i) Legal value.
- ii) Administrative value.
- iii) Fiscal value.
- iv) Technical value.
- v) Evidential value.
- vi) Informational value.

- vii) Historical value.
- viii) Functions of the University.

### **13.0 CATEGORIES OF RECORDS RETENTION AND DISPOSAL SCHEDULES**

The Records Retention and Disposal Schedules shall be categorized as follows;

- i). General RRDS to address records common to all departments shall be developed and subjected to revision every five years. The Records Retention Schedules shall set out timelines on what length of time records specified therein shall be retained at the departmental record creating office prior to transfer to the RMAC or alternatively for eventual destruction.
- ii). The office specific record shall be guided by RRDS to cater for records relating to the specific functions of the departments where they were created. The RRDS has set out timelines on what length of time specific records are retained before they are transferred to the RMAC or destroyed once a record is no longer needed for the conduct of current or future business.
- iii). Records Disposal Schedules (RDS) shall determine the disposal actions to be taken once a record is no longer needed for current or future business.

#### **13.1 Disposal of Records**

The archival status of all records maintained at the RMAC shall be reviewed from time to time to assess their value. If no longer valuable, they shall be recommended for disposal as follows:

- i) URs may only be disposed of or destroyed in consultation with the Records Manager and in accordance with the approved RDS.
- ii) Confidential paper records shall be destroyed by burning. Alternatively, they may be shredded and then sold to established paper millers while ephemeral non-confidential records shall be sold as waste.
- iii) Records stored in electronic storage media such as flash disk or any other appropriate electronic media must be destroyed by reformatting at least once. Records held on optical media such as CDs and DVDs shall be destroyed by cutting or crushing.

### **14.0. RECORDS ACQUISITION GUIDELINES**

Acquisition of Records by the RMAC shall be through regular transfer of records from the

creating department or office of origin. All identified records must come from a defined and bona fide source and must have a demonstrable meaning. The following process shall be applied when acquiring the records to be preserved in the RMAC:

- i) Survey of records shall be conducted in the creating department by the RMAC staff together with RCs.
- ii) The records shall then be appraised to separate the ephemeral from the vital records.
- iii) The vital records shall then be organized and transferred to RMAC while the ephemeral records shall be recommended for disposal through the Procurement Department.

#### **14.1 Records Storage and Security**

The Records storage and security shall be ensured by;

- i) Protecting all URs from deterioration, loss, unauthorized access, disclosure, removal and destruction by environmental factors.
- ii) Records management staff being aware of records in their system with their storage locations at any given time.
- iii) Departmental RCs in consultation with their Departmental Heads identifying vital records and have them digitized, microfilmed and stored in relevant formats and in appropriate secure offsite and cloud storage.
- iv) Storing all URs in secure and clean conditions that have low risk of damage from fire, water, dampness, mold, dust, dirt, insects and rodents.
- v) Storing the print records in easily accessible fireproof bulk filers and shelves.
- vi) Well ventilating the storage room, having the ideal stable temperature and humidity and not exposing to direct sunlight and heat.

#### **14.2 Records Organization and Retrieval Systems**

All records shall be organized with appropriate retrieval systems as follows;

#### **14.3 Records Organization**

All records whether paper or electronic shall be organized logically, for easy retrieval and shall have;

- i) Logical classification schemes or filing structures shall be devised, based on an analysis of a department's functions and activities, to ensure that documents are organized appropriately and consistently.

- ii) Similar records grouped together and extreme diversity of contents avoided in a file to ease retrieval of information material and assign appropriate retention periods.

#### **14.4 Records Retrieval Systems**

- i) In consultation with the RMAC, each department shall establish and maintain effective indexes, lists and registers to track records including the records classification system. Indexes may be alphabetic, numeric, alphanumeric and or chronological containing sufficient detail to ensure that the information in records can be availed as required.
- ii) The Records Manager shall develop effective system to retrieve information stored in the RMAC. Such systems shall include reference manuals, processing forms, finding aids and suitable modes of internal and external transfer guides.

#### **15.0 RECORDS ACCESS AUTHORITY AND GUIDELINES**

Specified access authority and guidelines shall be provided accordingly.

#### **15.1 Records Access Rules and Regulations**

- i). The RMAC in consultation with the RMAAC shall develop relevant rules and regulations to;  
Guide the access and use of the archival collection for decision making and research purposes from within and outside the University and they shall be effectively enforced to prevent unauthorized access and leakage of classified records and information as follows:
  - a) The URs shall be made available to authorized staff and students of the University, and researchers.
  - b) University archives shall be consulted in the reference room.
  - c) All users shall conform to the search room rules.
  - d) Access to fragile archives shall be restricted.
  - e) Authority to access records classified as confidential, secret, and top secret must be in line with the current University and Government (adhere to the) guidelines until such records are declassified or destroyed under existing procedures.
  - f) Confidential records and those transferred with restricted access provisions shall only be accessed with written permission from the University Archivist who shall in turn consult the HOD/COD of office of origin in writing.

**15.2 Classified Records**

Access to the URs shall depend on the classification of those records. URs shall be classified as follows:

- i). Top Secret: Information and material whose unauthorized disclosure may cause exceptionally grave damage to the University.
- ii). Secret: Information and material whose unauthorized disclosure may cause serious injury to the interests of the University.
- iii). Confidential: Information and material whose unauthorized disclosure may be prejudicial to the interests of the University.
- iv). Restricted: Information and material whose unauthorized disclosure may be disadvantageous to the interests of the University.

**16.0 POLICY ENFORCEMENT**

This revised Policy shall come into force immediately upon approval by the University Council. All HODs and CoDs shall be responsible for compliance with this Policy.

**17.0 POLICY REVIEW**

To ensure compliance with legislative requirements, professional standards and best records management practices, this Policy shall be reviewed after every 5 years or when need arises.

**Approved by the University Council on: -----**

**Commencement Date: -----**