REMARKS BY R. LUGWE FIH DURING THE LAUNCH OF RECORD MANAGEMENT WORKSHOP AT CCU

Let me at the outset; say how delighted I am, to welcome you all at this workshop.

As you all may already know, the efficiency and effectiveness of any organization largely relies on good management of all records that are created and received in the organization.

Records are the primary source of reference in establishing action that has been made in the course of any transaction thereby ensuring consistency and reliability in decision making.

Over the years, legislation has evolved to such an extent that companies have had to be far more diligent in the way in which they manage their corporate records; with stringent retention policies, group standards, and procedural compliance, all being created to adhere to the ever changing legislative requirements.

Understandably, as a direct consequence, technology too has developed in leaps and bounds. Companies now require active management; so they can quickly and easily locate and retrieve the information that they are looking for.

Not only does this enable Organizations to meet their statutory obligations, but can also give them a competitive edge when talking directly to their customers on the phone for example. Storing information is no longer as simple as putting boxes in a dark, remote, warehouse.

Records are tools of the administration that ensure business continuity and effective service delivery.

As you all know, the University of Nairobi is ISO Certified. One of the key tenets of ISO is good record keeping. As a unit of the university, we have done very well in record management. This is evidenced by the fact that in all the ISO internal and external audit surveys, we have had no non-conformity in this area.

Secondly, the reason we did very well in the last performance contract period is that we had all our evidence of performance for the things we had contracted to do.

Let me therefore take this opportunity to thank Mr. Omollo, for the personal support he has extended to SWA so far.

Records provide evidence of conformity to requirements. They are supposed to be legible, readily identifiable and retrievable. It is my sincere hope therefore that at the end of the workshop, you will be in position to ensure that records are readily identifiable and retrievable.

Let me therefore take this opportunity to wish you well in this workshop.

With those brief remarks it is now my pleasure to declare this workshop officially open.