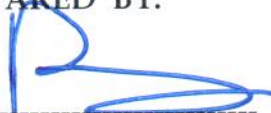

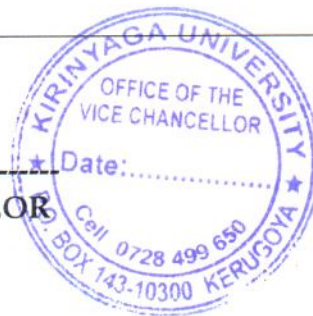




Kirinyaga University

DOCUMENT : RETENTION AND DISPOSITION POLICY	REF: KyU/MR/POLICY/1
CATEGORY: POLICY	EFFECTIVE DATE: 14 th November 2016
	Version: A Revision : 1
PREPARED BY:  ----- MANAGEMENT REPRESENTATIVE	APPROVED BY:  ----- VICE CHANCELLOR



FOREWORD

Retention and Disposal of records and documents is a vital aspect at KyU to ensure maintenance and accessibility of documents when required. Documents should be easily retrievable and secure, for authorized persons only.

It is our commitment as a University to ensure that records whether hard copy, soft copy or electronic documents are stored in a safe and secure manner and accessible at all times. Training and continuous improvement is an important aspect in record management.



PETER KAGIKA
MANAGEMENT REPRESENTATIVE