

The Library Department will be running the following short course:

RECORDS MANAGEMENT (THREE DAY COURSE)

DATE: 19th – 21st May 2015

VENUE: University of Nairobi, Jomo Kenyatta Memorial Library.

TIME: 9.00 a.m. – 4 p.m.

COST: Ksh. 27,000.

OBJECTIVE: To manage effective records management system in organizations.

TARGET AUDIENCE: Records Managers/Officers, Archivists, Documentalist, ICT Officers, Information Managers, Knowledge Managers

AMENITIES: The course will provide venue, tea, lunch and training materials.

Participants will be required to organize for their own transport to and from the venue as well as accommodation.

This is a very competitive course and participants are requested to book early to avoid disappointment.

Registration form can be downloaded from the library website

[http://uonlibrary.uonbi.ac.ke/sites/default/files/main\\_uon/library/Short\\_course\\_Registration\\_form.pdf](http://uonlibrary.uonbi.ac.ke/sites/default/files/main_uon/library/Short_course_Registration_form.pdf)

For more information, please contact Ms. Agatha Kabugu, Deputy Director (Planning), Library and Information Services Department.

Tel: 3318262, Ext 28201

Email: [akabugu@uonbi.ac.ke](mailto:akabugu@uonbi.ac.ke)

Director,  
Library and Information Services