



THE KISUMU NATIONAL POLYTECHNIC

KNOWLEDGE MANAGMENT POLICY

Knowledge Management Policy

Knowledge Management (KM) envisages capturing, creating, sharing and using m knowledge whenever it resides to enhance learning and performance in an organization. KM comprises of three components (i) people who create, share and use knowledge as part of their daily work and help shape a knowledge sharing organizational culture (ii) Processes which include methods to acquire, create, organize, share and transfer knowledge to fit different situations and (iii) The technology including the mechanisms to store and provide access to data, information, and knowledge that must be integrated with the way people work, and address their real needs and values.

The management of The Kisumu National Polytechnic, aware of the fact that knowledge - intellectual capital - is the basic foundation for the sustainable development of any organization, has established, as a strategic objective, the need to develop and implement an appropriate Knowledge Management Policy that fosters initiatives, procedures and tools that will allow institution to use effectively its intellectual capital.

The intellectual capital of the organization depends to a large extent on all the persons who are part of it, but it also depends on its operational and organizational structures and on internal and external relations with all stakeholders.

In most organizations there are two types of knowledge assets. The first is information that the organization holds and this can include reports of different projects, researches, different type of databases. As a good rule this

information can be stored either electronically or on paper [**codified knowledge**]. The second and much more elusive asset is the knowledge, skills and experience that is in the heads of employees, which is often the most valuable asset that an organization holds. The major difficulty with unlocking this value is to work out an effective methodology to recognize, generate, share and manage that knowledge [**personalized knowledge**].

A Policy provides generalized guidance on the approach adopted by the organization and therefore its employees concerning various aspects of employment. Knowledge management deals as much with people and how much they acquire, exchange and disseminate knowledge as with information technology

Purpose of Knowledge Management Policy

The purpose of KM is to capture a company's collective expertise and distribute it to wherever it can achieve the biggest pay off'. The source of competitive advantage lies with the firm (i.e. in its people and their knowledge), not in how it positions itself in the market.

The purpose of The Kisumu National Polytechnic Knowledge Management (KM) Policy is to facilitate:

- identification and analysis of available and required knowledge, and the subsequent planning and control of actions to develop knowledge capital so as to fulfill organizational objectives;
- Systematic and organized attempts to store and use knowledge assets in a way to perfect the performance of the organization.

The KM policy will seek to enable and support effective achievement of the Kisumu National Polytechnic mission and meet the following principles:

- Ensure knowledge assets are identified, available, shared, preserved and managed to maximize effective operation of the organization;
- Ensure assets are considered to include both tangible assets (i.e. reports, presentations, etc.) and tacit knowledge including both know-how and key skills;
- Provide incentives to promote a learning culture and its role as a key differentiator in achieving objectives of the organization;
- Encourage innovation by creating an open and transparent environment with good practice and documentation managed and shared appropriately.

The Kisumu National Polytechnic Knowledge Management Principles

- i. Given that knowledge is the principal resource of the organization, both in implementing different projects/programs and gaining new mandates, institution's management accords priority importance to knowledge management;
- ii. The Kisumu National Polytechnic takes knowledge management specifically into account in all human resource aspects, and places priority on fostering a conducive, motivating learning environment based on a high degree of trust between collaborators throughout the organization;
- iii. All individuals in the organization are expected to respect the knowledge of other people - especially of local communities. Furthermore, staff members are expected to share their knowledge, particularly that of a tacit and implicit nature, in appropriate format. They are also encouraged to convert their knowledge into an explicit form that can be readily shared with others;
- iv. The Kisumu National Polytechnic recognizes the importance of information and communication technology for knowledge management, especially in facilitating exchange of knowledge across geographical distances, and invests in its development in accordance with the needs of the organization;
- v. The Kisumu National Polytechnic encourages the introduction, use and development of tools for knowledge capturing, recording, storing and sharing and learning within and between its projects and programmes, and more broadly throughout the organization;

- vi. The Kisumu National Polytechnic recognizes that not all operational staff feels comfortable with using information technology, writing reports or making public presentations. In such cases, it supports individuals in developing these skills and/or other skills required to capture their knowledge by other means;
- vii. The Kisumu National Polytechnic works closely with its stakeholders in fostering knowledge sharing culture and one specific mechanism for this is The Kisumu National Polytechnic E-network and web site;
- viii. The Kisumu National Polytechnic recognizes the challenge to knowledge management posed by the variety of languages used within the organization, and seeks to encourage multi-linguistic competences amongst its staff.

Knowledge management activities

- a) Think of the Group as a system made up of connections among people and working groups. The knowledge of each person or group must be identified and accessible to the whole, so as to produce knowledge-based operational leverage.
- b) Recognize the value of the knowledge existing at the Group and promote its development as a key value-creation tool.
- c) Integrate the Group's tangible and intangible assets to create the objective conditions required to structure an intelligent organization , with ongoing learning capacity and of innovation.
- d) Align knowledge management with the competences and requirements set out in the Group's strategy.
- e) Define the required models of management, measurement, processes, and systems by integrating the vision of the various business units, in order to understand and develop mechanisms to ease the flow of knowledge within the existing organisational structure. This allows for the sharing of experiences and ensures that constant attention is given to the operation of the organisation as a whole.

- f) Foster the sharing of the knowledge existing at the Group to the greatest extent possible, putting in place the necessary resources to enable its development, its internal dissemination through training, and the efficient use thereof. This shared intelligence is creative and innovative, and greater than the mere sum of the individual intellectual capabilities involved. Emphasis will be placed on the creation and enhancement of organizational connections (networks), as well as on the cohesion of teams.
- g) Evaluate the intellectual capital existing at the Group in a consistent and sustained manner over time, in order to be able to assess the effectiveness of the initiatives implemented under this *Knowledge Management Policy*, correct defects, and promote new actions.
- h) Implement actions for improvement to bring the Group ever closer to excellence in knowledge management.
- i) Respect the intellectual and industrial property rights of third parties in the knowledge management of the Group.

A number of critical issues that should be considered while developing effective knowledge management system:

- The careful inventory of knowledge assets is essential for improving an institution’s capabilities and performance in knowledge management, and this must be the starting point for a knowledge management strategy. The experience provides obvious proof that it is essential to build on what one already has, integrate, learn and make adjustments and improvements;
- Knowledge management initiatives do not succeed when they are merely “bolted to” established activities. Careful attention and institutional leadership are required to ensure that knowledge management initiatives are embedded in the organization’s work processes;
- The roles, responsibilities, competencies and incentives to perform the knowledge management processes and practices need clear, careful and consistent attention and institutional support. Unless competencies are clearly identified and related to performance measurement, it will be difficult to foster accountability.

An Inventory of The Kisumu national Polytechnic Knowledge management Asset

DOC NO: KP/MR/OP/02/002

THE KISUMU NATIONAL POLYTECHNIC MASTER LIST OF RECORDS

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
1.	AUDIT REPORTS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
2.	TEACHING PROCEDURE	KNP/DPA/TE/OP/11/AP/01	03	23/03/2013	5/12/2014	APP. SCIENCE	
3.	TEACHING SCHEDULES	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
4.	SCHEMES OF WORK, COURSE OUTLINES AND RECORDS OF WORK/PROGRESS SUMMARY SHEET	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
5.	STUDENTS ATTENDANCE	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
6.	LOADING	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
7.	MINUTES	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
8.	TIME – TABLE	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
9.	KNEC RESULTS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
10.	EXAMINATION ANALYSIS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
11.	SUPPLEMENTARY	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
12.	TERM/STAGE EXAMINATIONS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
13.	MEMOS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
14.	MATERIAL ISSUANCE TO STUDENTS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
15.	MATERIAL ISSUANCE TO STAFF	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
16.	TEACHERS PERMISSION	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
17.	STUDENTS ENROLMENT	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
18.	STAFF COMMUNICATION	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
19.	STUDENT COMMUNICATION	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
20.	DISCIPLINE CASES	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
21.	TSC/MINISTRY RECORDS	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
22.	SUPPORT STAFF	KP/DP/T/OP/11/AP/001	00	23/03/2013		APP. SCIENCE	
23.	HANDLING AND DISPOSAL OF CHEMICALS	KP/AS/OP/WI/01	00	18/09/2014		APP. SCIENCE	

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MASTER LIST OF RECORDS (FILES & DOCUMENTS)

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section To Which the Record Belongs	Retention Time
24.	DRYFOODSTUFF LEDGER CARDS	KP/CST/SO/OP/LEDG/01	00	1/2/13		CENTRAL STORES	
25.	PERISHABLES LEDEGR CARDS	KP/CST/SO/OP/LEDG/02	00	1/2/13		CENTRAL STORES	
26.	FUELS	KP/CST/SO/OP/LEDG/03	00	1/2/13		CENTRAL STORES	
27.	MEDICL SUPPLIES	KP/CST/SO/OP/LEDG/04	00	1/2/13		CENTRAL STORES	
28.	CLEANING MATERIALS	KP/CST/SO/OP/LEDG/05	00	1/2/13		CENTRAL STORES	
29.	INSTITUTIONAL MANAGEMENT LEDGER CARDS	KP/CST/SO/OP/LEDG/06	00	1/2/13		CENTRAL STORES	
30.	STATIONERY LEDGER CARDS	KP/CST/SO/OP/LEDG/07	00	1/2/13		CENTRAL STORES	
31.	ELECTRICAL & ELECTRONICS LEDGER CARDS	KP/CST/SO/OP/LEDG/08	00	1/2/13		CENTRAL STORES	
32.	HARDWARE GENERAL LEDGER CARDS	KP/CST/SO/OP/LEDG/09	00	1/2/13		CENTRAL STORES	
33.	APPLIED SCIENCE LEDGER CARDS	KP/CST/SO/OP/LEDG/10	00	1/2/13		CENTRAL STORES	
34.	INTERNAL REQUISITION/DRY FOODS STUFF	KP/CST/SO/SO/IR/R1	00	1/2/13		CENTRAL STORES	
35.	INTERNAL REQUISITION/CLEANING MATERIALS	KP/CST/SO/SO/IR/R2	00	1/2/13		CENTRAL STORES	
36.	INTERNAL REQUISITION/MEDICAL SUPPLIES	KP/CST/SO/IR/R3	00	1/2/13		CENTRAL STORES	
37.	INTERNAL REQUISITION/GENERAL SUPPLIES	KP/CST/SO/OP/R4	00	1/2/13		CENTRAL STORES	
38.	INTERNAL REQUISITION/STATIONERY	KP/CST/SO/OP/R5	00	1/2/13		CENTRAL STORES	
39.	FIXED ASSETS REGISTRY	KP/CST/SO/OP/FA/001	00	1/2/13		CENTRAL STORES	
40.	LPO/LSO ORDER COPIES	KP/CST/LPO/C1	00	1/2/13		CENTRAL STORES	
41.	INTERNAL REQUISITION	KP/CST/IR/4702	00	1/2/13		CENTRAL STORES	
42.	GOODS RECEIVED NOTE	KP/CST/GRN1/4703	00	1/2/13		CENTRAL STORES	
43.	LEDGER CARDS	KP/CST/LC/4704	00	1/2/13		CENTRAL STORES	
44.	LEDGER BOOKS	KP/CST/LB/4705	00	1/2/13		CENTRAL STORES	
45.	PERMANENT AND EXPANDABLE LEDGER	KP/CST/P&E/4706	00	1/2/13		CENTRAL STORES	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section To Which the Record Belongs	Retention Time
46.	INVENTORY BOOKS	KP/CST/INV/4707	00	1/2/13		CENTRAL STORES	
47.	GOODS RETURN NOTE	KP/CST/GRN/4708	00	1/2/13		CENTRAL STORES	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section To Which the Record Belongs	Retention Time
48.	ELECTRICAL & ELECTRONICS DEPARTMENT	KP/DP/T/001	00	8/9/2014		D/P - ACADEMICS	
49.	MECHANICAL DEPARTMENT	KP/DP/T/002	00	8/9/2014		D/P - ACADEMICS	
50.	AUTOMOTIVE DEPARTMENT	KP/DP/T/003	00	8/9/2014		D/P - ACADEMICS	
51.	APPLIED SCIENCE DEPARTMENT	KP/DP/T/004	00	8/9/2014		D/P - ACADEMICS	
52.	INSTITUTIONAL MANAGEMENT DEPARTMENT	KP/DP/T/005	00	8/9/2014		D/P - ACADEMICS	
53.	MATHS/COMPUTER DEPARTMENT	KP/DP/T/006	00	8/9/2014		D/P - ACADEMICS	
54.	BUILDING & CIVIL DEPARTMENT	KP/DP/T/007	00	8/9/2014		D/P - ACADEMICS	
55.	BUSINESS STUDIES DEPARTMENT	KP/DP/T/008	00	8/9/2014		D/P - ACADEMICS	
56.	LIBERAL STUDIES DEPARTMENT	KP/DP/T/009	00	8/9/2014		D/P - ACADEMICS	
57.	ENTREPRENEURSHIP EDUCATION DEPARTMENT	KP/DP/T/010	00	8/9/2014		D/P - ACADEMICS	
58.	DEPARTMENTAL TIMETABLES	KP/DP/T/OP/011	00	8/9/2014		D/P - ACADEMICS	
59.	INCOMING MEMOS	KP/DP/T/OP/012	00	8/9/2014		D/P - ACADEMICS	
60.	DEPARTMENTAL MINUTES	KP/DP/T/OP/013	00	8/9/2014		D/P - ACADEMICS	
61.	INTERNAL RESULTS	KP/DP/T/OP/014	00	8/9/2014		D/P - ACADEMICS	

62.	ACADEMIC RESULTS	KP/DP/T/OP/015	00	8/9/2014		D/P - ACADEMICS	
63.	CAT/EXAMS TIMETABLES	KP/DP/T/OP/016	00	8/9/2014		D/P - ACADEMICS	
64.	ISO DOCUMENTS	KP/DP/T/OP/017	00	8/9/2014		D/P - ACADEMICS	
65.	KNEC RESULTS	KP/DP/T/OP/018	00	8/9/2014		D/P - ACADEMICS	
66.	DEPARTMENTAL COURSE WORK MARKS	KP/DP/T/OP/019	00	8/9/2014		D/P - ACADEMICS	
67.	DEPARTMENTAL COURSE/SUBJECT CODES	KP/DP/T/OP/020	00	8/9/2014		D/P - ACADEMICS	
68.	CLASS REPRESENTATIVES MINUTES	KP/DP/T/OP/021	00	8/9/2014		D/P - ACADEMICS	
69.	WORKLOAD ALLOCATION	KP/DP/T/OP/022	00	8/9/2014		D/P - ACADEMICS	
70.	CORRESPONDENCE	KP/DP/T/OP/023	00	8/9/2014		D/P - ACADEMICS	
71.	OUTGOING MEMOS	KP/DP/T/OP/024	00	8/9/2014		D/P - ACADEMICS	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
72.	SCHEMES & COURSE OUTLINES	KP/DP/T/OP/11/001	03	31/5/2013	5/12/2014	ENTR.	
73.	LOADING AND TIMETABLE	KP/DP/T/OP/11/002	00	12/3/2013		ENTR.	
74.	INTERNAL MEMOS	KP/DP/T/OP/11/003	00	12/3/2013		ENTR.	
75.	DEPARTMENTAL MINUTES	KP/DP/T/OP/11/004	00	12/3/2013		ENTR.	
76.	END STAGE/END OF TERM RESULTS	KP/DP/T/OP/11/005	00	12/3/2013		ENTR.	
77.	SYLLABI FOR TECH/BUS	KP/DP/T/OP/11/006	00	12/3/2013		ENTR.	
78.	PERFORMANCE CONTRACT	KP/DP/T/OP/11/007	00	12/3/2013		ENTR.	
79.	ACADEMIC POLICY	KP/DP/T/OP/11/008	00	12/3/2013		ENTR.	
80.	KNEC COMPUTER PRINTOUT	KP/DP/T/OP/11/009	00	12/3/2013		ENTR.	
81.	BUSINESS PLAN FORMAT	KP/DP/T/OP/11/010	00	12/3/2013		ENTR.	
82.	ATTENDANCE REGISTER	KP/DP/T/OP/11/011	03	31/5/2013	5/12/2014	ENTR.	
83.	APPRAISAL FORMS	KP/DP/T/OP/11/012	00	12/3/2013		ENTR.	
84.	CATS/END TERM/END STAGE	KP/DP/T/OP/11/013	00	12/3/2013		ENTR.	
85.	DEPARTMENTAL BUDGET	KP/DP/T/OP/11/014	00	12/3/2013		ENTR.	
86.	CORRESPONDENCE	KP/DP/T/OP/11/015	00	12/3/2013		ENTR.	
87.	ISO BRIEFINGS	KP/DP/T/OP/11/016	00	12/3/2013		ENTR.	
88.	KNEC EXAMS ANALYSIS	KP/DP/T/OP/11/017	00	12/3/2013		ENTR.	
89.	PAY SCHEDULE FOR PART TIME	KP/DP/T/OP/11/018	00	12/3/2013		ENTR.	
90.	COPIES OF APPOINTMENT LETTERS	KP/DP/T/OP/11/019	00	12/3/2013		ENTR.	
91.	MARKING SCHEMES	KP/DP/T/OP/11/020	00	12/3/2013		ENTR.	
92.	TEACHERS PERMISSION FORMS	KP/DP/T/OP/11/021	03	31/5/2013	5/12/2014	ENTR.	
93.	TEACHING MATERIAL ISSUANCE	KP/DP/T/OP/11/021	00	12/3/2013		ENTR.	
94.	PROJECT MARKS	KP/DP/T/OP/11/025	00	12/3/2013		ENTR.	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
95.	GENERAL OFFICE FILE	KP/DP/T/OP/11/027	00	12/3/2013		ENTR.	
96.	BUSINESS PLANS SUBMISSION SHEET	KP/DP/T/OP/11/028	00	12/3/2013		ENTR.	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
97.	PAYMENT VOUCHER – MAIN ACCOUNT	KP/FIN/FO/034/001	00	12/03/2014		FINANCE	
98.	PAYMENT VOUCHER – COLLEGE FUND ACCOUNT	KP/FIN/FO/034/002	00	12/03/2014		FINANCE	
99.	CASH BOOK – MAIN ACCOUNT	KP/FIN/FO/034/003	00	12/03/2014		FINANCE	
100.	CASH BOOK – COLLEGE FUND ACCOUNT	KP/FIN/FO/034/004	00	12/03/2014		FINANCE	
101.	CASH BOOK – CO-OPERATIVE BANK	KP/FIN/FO/034/005	00	12/03/2014		FINANCE	
102.	CHEQUE INVENTORY REGISTER	KP/FIN/FO/034/006	00	12/03/2014		FINANCE	
103.	DAILY RECONCILIATION BOOK (PA340)	KP/FIN/FO/034/007	00	12/03/2014		FINANCE	
104.	LEDGER BOOK – COLLEGE FUND ACCOUNT	KP/FIN/FO/034/008	00	12/03/2014		FINANCE	
105.	LEDGER BOOK – MAIN ACCOUNT	KP/FIN/FO/034/009	00	12/03/2014		FINANCE	
106.	COMPUTERISED DUPLICATE RECEIPT FILE	KP/FIN/FO/034/010	00	12/03/2014		FINANCE	
107.	DAILY COLLECTION REPORT FILE	KP/FIN/FO/034/011	00	12/03/2014		FINANCE	
108.	ADVANCE WARRANT BOOK	KP/FIN/FO/034/012	00	12/03/2014		FINANCE	
109.	IMPREST WARRANT BOOK	KP/FIN/FO/034/013	00	12/03/2014		FINANCE	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Re n
110.	DEPOSIT SLIP FILE (CO-OPERATIVE BANK)	KP/FIN/FO/034/014	00	12/03/2014		FINANCE	
111.	DEPOSIT SLIP FILE (KCB MAIN ACCOUNT)	KP/FIN/FO/034/015	00	12/03/2014		FINANCE	
112.	DEPOSIT SLIP FILE (KCB COLLEGE FUND ACCOUNT)	KP/FIN/FO/034/016	00	12/03/2014		FINANCE	
113.	ADVANCE WARRANT FILE	KP/FIN/FO/034/017	00	12/03/2014		FINANCE	
114.	ADVANCE RECORD BOOK	KP/FIN/FO/034/018	00	12/03/2014		FINANCE	
115.	IMPREST RECORD BOOK	KP/FIN/FO/034/019	00	12/03/2014		FINANCE	
116.	IMPREST WARRANT FILE	KP/FIN/FO/034/020	00	12/03/2014		FINANCE	
117.	PETTY CASH BOOK	KP/FIN/FO/034/021	00	12/03/2014		FINANCE	
118.	INTERIM BANK STATEMENT (KCB MAIN ACCOUNT)	KP/FIN/FO/034/022	00	12/03/2014		FINANCE	
119.	INTERIM BANK STATEMENT (KCB COLLEGE FUND)	KP/FIN/FO/034/023	00	12/03/2014		FINANCE	
120.	BANK STATEMENT FILE (KCB MAIN ACCOUNT)	KP/FIN/FO/034/024	00	12/03/2014		FINANCE	
121.	BANK STATEMENT FILE (KCB COLLEGE FUND ACCOUNT)	KP/FIN/FO/034/025	00	12/03/2014		FINANCE	
122.	BANK STATEMENT FILE (CO-OPERATIVE BANK)	KP/FIN/FO/034/026	00	12/03/2014		FINANCE	
123.	LETTERS FROM SPONSORS' FILE	KP/FIN/FO/034/027	00	12/03/2014		FINANCE	
124.	UNCOLLECTED RECEIPTS FILE	KP/FIN/FO/034/028	00	12/03/2014		FINANCE	
125.	MISCELLANEOUS RECEIPTS FILE	KP/FIN/FO/034/029	00	12/03/2014		FINANCE	
126.	INVOICE BOOK	KP/FIN/FO/034/030	00	12/03/2014		FINANCE	
127.	DOCUMENT MOVEMENT FILE	KP/FIN/FO/034/031	00	12/03/2014		FINANCE	
128.	TRIAL BALANCE FILE	KP/FIN/FO/034/032	00	12/03/2014		FINANCE	
129.	STUDENTS UNION FILE	KP/FIN/FO/034/033	00	12/03/2014		FINANCE	
130.	CREDITORS FILE	KP/FIN/FO/034/034	00	12/03/2014		FINANCE	
131.	BANKING PLAN	KP/FIN/FO/034/035	00	12/03/2014		FINANCE	
132.	AUDITED ACCOUNT FILE	KP/FIN/FO/034/036	00	12/03/2014		FINANCE	
133.	BUDGET FILE	KP/FIN/FO/034/037	00	12/03/2014		FINANCE	
134.	DEPARTMENTAL MINUTES	KP/FIN/FO/034/038	00	12/03/2014		FINANCE	
135.	ISO CHAMPION DOCUMENTS	KP/FIN/FO/034/039	00	12/03/2014		FINANCE	
136.	DEP. DELIVERY BOOK	KP/FIN/FO/034/040	00	12/03/2014		FINANCE	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Revision
137.	DEP. COMPLAINTS/COMPLEMENTS	KP/FIN/FO/034/041	00	12/03/2014		FINANCE	
138.	INTERNAL MEMO (IN-COMING)	KP/FIN/FO/034/042	00	12/03/2014		FINANCE	
139.	INTERNAL MEMO (OUT-GOING)	KP/FIN/FO/034/043	00	12/03/2014		FINANCE	
140.	EXTERNAL AUDIT FILE	KP/FIN/FO/034/044	00	12/03/2014		FINANCE	
141.	STAFF DEVELOPMENT FILE	KP/FIN/FO/034/045	00	12/03/2014		FINANCE	
142.	FINANCE & STEWARDSHIP FILE	KP/FIN/FO/034/046	00	12/03/2014		FINANCE	
143.	TIVET – HELB FILE	KP/FIN/FO/034/047	00	12/03/2014		FINANCE	
144.	INTERNAL BURSARY AWARD FILE	KP/FIN/FO/034/048	00	12/03/2014		FINANCE	
145.	KSM POLY ALUMNI ASSOCIATION BANK SLIP FILE	KP/FIN/FO/034/049	00	12/03/2014		FINANCE	
146.	CONTRACTORS FILE <ul style="list-style-type: none"> • CELL ARK CONTRACTORS • DIASPORA DESIGN BUILD LTD • SEVCO CONTRACTORS LTD • PACIFIC 	KP/FIN/FO/034/050 <ul style="list-style-type: none"> • KP/FIN/FO/034/050 /1 • KP/FIN/FO/034/050 /2 • KP/FIN/FO/034/050 /3 • KP/FIN/FO/034/050 /4 	00	12/03/2014		FINANCE	
147.	WITHHOLDING TAX RETURNS	KP/FIN/FO/034/051	00	12/03/2014		FINANCE	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
148.	GENERAL CORRESPONDENCE	KP/GC/AT/VOL. VI	00	12/03/2013		Industrial Attachme.	
149.	MEMO – INTERNAL MEMO & CIRCULARS	KP/ATT/M/VOL. 1	00	12/03/2013		Industrial Attachme.	
150.	ATTACHMENTS MARKS	KP/ATT/MRK/VOL. 1	00	12/03/2013		Industrial Attachme.	
151.	APPLICATION LETTERS	KP/ATT/AL/VOL. 1	00	12/03/2013		Industrial Attachme.	
152.	ATTACHMENT REGISTER	KP/ATT/REG/VOL. 1	00	12/03/2013		Industrial Attachme.	
153.	ATTACHMENT BUDGET	KP/ATT/BGT/VOL. 1	00	12/03/2013		Industrial Attachme.	
154.	FIELD ATTACHMENT REPORT	KP/ATT/FAR/VOL. 1	00	12/03/2013		Industrial Attachme.	
155.	INDUSTRIAL ATTACHMENT WORK PLAN & BRIEFING	KP/ATT/IA/WP/B/VOL. 1	00	12/03/2013		Industrial Attachme.	
156.	DIT PLACEMENT REPORT	KP/ATT/DIT/PR/VOL. 1	00	12/03/2013		Industrial Attachme.	
157.	SUCCESSFUL APPLICANTS	KP/ATT/SA/VOL. 1	00	12/03/2013		Industrial Attachme.	
158.	ILO COMMITTEE MEETING MINUTES	KP/ATT/ILO/CM/VOL. 1	00	12/03/2013		Industrial Attachme.	
159.	INDUSTRIAL ATTACHMENT COMMITTEE MINUTES	KP/ATT/IACM/VOL. 1	00	12/03/2013		Industrial Attachme.	
160.	STUDENTS INSURANCE	KP/ATT/INS/VOL. 1	00	12/03/2013		Industrial Attachme.	
161.	INTERNAL AUDIT	KP/ATT/IA/VOL. 1	00	12/03/2013		Industrial Attachme.	
162.	DISCIPLINARY CASES	KP/ATT/DISPC/VOL. 1	00	12/03/2013		Industrial Attachme.	
163.	COLLECTION & RETURN SHEET	KP/ATT/CRS/VOL. 1	00	12/03/2013		Industrial Attachme.	
164.	POLICY DOCUMENTS	KP/ATT/PD/VOL. 1	00	12/03/2013		Industrial Attachme.	
165.	ATTACHMENT REPORTS	KP/ATT/AR/VOL. 1	00	12/03/2013		Industrial Attachme.	
166.	INVENTORIES	KP/ATT/INVT/VOL. 1	00	12/03/2013		Industrial Attachme.	
167.	GENERAL STAFF MEETING MINUTES	KP/ATT/GSM/VOL. 1	00	12/03/2013		Industrial Attachme.	
168.	PLACEMENT	KP/ATT/P/VOL. 1	00	12/03/2013		Industrial Attachme.	

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169.	GENERAL CORRESPONDENCE	KP/GC/AT/VOL. VI	00	12/03/2013		Industrial Attachme.	
170.	MEMO – INTERNAL MEMO & CIRCULARS	KP/ATT/M/VOL. 1	00	12/03/2013		Industrial Attachme.	
171.	ATTACHMENTS MARKS	KP/ATT/MRK/VOL. 1	00	12/03/2013		Industrial Attachme.	
172.	APPLICATION LETTERS	KP/ATT/AL/VOL. 1	00	12/03/2013		Industrial Attachme.	
173.	ATTACHMENT REGISTER	KP/ATT/REG/VOL. 1	00	12/03/2013		Industrial Attachme.	
174.	ATTACHMENT BUDGET	KP/ATT/BGT/VOL. 1	00	12/03/2013		Industrial Attachme.	
175.	FIELD ATTACHMENT REPORT	KP/ATT/FAR/VOL. 1	00	12/03/2013		Industrial Attachme.	
176.	INDUSTRIAL ATTACHMENT WORK PLAN & BRIEFING	KP/ATT/IA/WP/B/VOL. 1	00	12/03/2013		Industrial Attachme.	
177.	DIT PLACEMENT REPORT	KP/ATT/DIT/PR/VOL. 1	00	12/03/2013		Industrial Attachme.	
178.	SUCCESSFUL APPLICANTS	KP/ATT/SA/VOL. 1	00	12/03/2013		Industrial Attachme.	
179.	ILO COMMITTEE MEETING MINUTES	KP/ATT/ILO/CM/VOL. 1	00	12/03/2013		Industrial Attachme.	
180.	INDUSTRIAL ATTACHMENT COMMITTEE MINUTES	KP/ATT/IACM/VOL. 1	00	12/03/2013		Industrial Attachme.	
181.	STUDENTS INSURANCE	KP/ATT/INS/VOL. 1	00	12/03/2013		Industrial Attachme.	
182.	INTERNAL AUDIT	KP/ATT/IA/VOL. 1	00	12/03/2013		Industrial Attachme.	
183.	DISCIPLINARY CASES	KP/ATT/DISPC/VOL. 1	00	12/03/2013		Industrial Attachme.	
184.	COLLECTION & RETURN SHEET	KP/ATT/CRS/VOL. 1	00	12/03/2013		Industrial Attachme.	
185.	POLICY DOCUMENTS	KP/ATT/PD/VOL. 1	00	12/03/2013		Industrial Attachme.	
186.	ATTACHMENT REPORTS	KP/ATT/AR/VOL. 1	00	12/03/2013		Industrial Attachme.	
187.	INVENTORIES	KP/ATT/INVT/VOL. 1	00	12/03/2013		Industrial Attachme.	
188.	GENERAL STAFF MEETING MINUTES	KP/ATT/GSM/VOL. 1	00	12/03/2013		Industrial Attachme.	
189.	PLACEMENT	KP/ATT/P/VOL. 1	00	12/03/2013		Industrial Attachme.	

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190.	GENERAL CORRESPONDENCE	KP/GC/AT/VOL. VI	00	12/03/2013		Industrial Attachme.	
191.	MEMO – INTERNAL MEMO & CIRCULARS	KP/ATT/M/VOL. 1	00	12/03/2013		Industrial Attachme.	
192.	ATTACHMENTS MARKS	KP/ATT/MRK/VOL. 1	00	12/03/2013		Industrial Attachme.	
193.	APPLICATION LETTERS	KP/ATT/AL/VOL. 1	00	12/03/2013		Industrial Attachme.	
194.	ATTACHMENT REGISTER	KP/ATT/REG/VOL. 1	00	12/03/2013		Industrial Attachme.	
195.	ATTACHMENT BUDGET	KP/ATT/BGT/VOL. 1	00	12/03/2013		Industrial Attachme.	
196.	FIELD ATTACHMENT REPORT	KP/ATT/FAR/VOL. 1	00	12/03/2013		Industrial Attachme.	
197.	INDUSTRIAL ATTACHMENT WORK PLAN & BRIEFING	KP/ATT/IA/WP/B/VOL. 1	00	12/03/2013		Industrial Attachme.	
198.	DIT PLACEMENT REPORT	KP/ATT/DIT/PR/VOL. 1	00	12/03/2013		Industrial Attachme.	
199.	SUCCESSFUL APPLICANTS	KP/ATT/SA/VOL. 1	00	12/03/2013		Industrial Attachme.	
200.	ILO COMMITTEE MEETING MINUTES	KP/ATT/ILO/CM/VOL. 1	00	12/03/2013		Industrial Attachme.	
201.	INDUSTRIAL ATTACHMENT COMMITTEE MINUTES	KP/ATT/IACM/VOL. 1	00	12/03/2013		Industrial Attachme.	
202.	STUDENTS INSURANCE	KP/ATT/INS/VOL. 1	00	12/03/2013		Industrial Attachme.	
203.	INTERNAL AUDIT	KP/ATT/IA/VOL. 1	00	12/03/2013		Industrial Attachme.	
204.	DISCIPLINARY CASES	KP/ATT/DISPC/VOL. 1	00	12/03/2013		Industrial Attachme.	
205.	COLLECTION & RETURN SHEET	KP/ATT/CRS/VOL. 1	00	12/03/2013		Industrial Attachme.	
206.	POLICY DOCUMENTS	KP/ATT/PD/VOL. 1	00	12/03/2013		Industrial Attachme.	
207.	ATTACHMENT REPORTS	KP/ATT/AR/VOL. 1	00	12/03/2013		Industrial Attachme.	
208.	INVENTORIES	KP/ATT/INVT/VOL. 1	00	12/03/2013		Industrial Attachme.	
209.	GENERAL STAFF MEETING MINUTES	KP/ATT/GSM/VOL. 1	00	12/03/2013		Industrial Attachme.	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
210.	PLACEMENT	KP/ATT/P/VOL. 1	00	12/03/2013		Industrial Attachme.	

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211.	REGISTER OF DOCUMENTS	KP/A/IA/OP/38/001	00	4/5/2013		INTERNAL AUDIT	
212.	COMPLIMENTS/COMPLAINTS FORM	KP/A/IA/OP/38/002	00	4/5/2013		INTERNAL AUDIT	
213.	FINANCIALS	KP/A/IA/OP/38/003	00	4/5/2013		INTERNAL AUDIT	
214.	PERFORMANCE CONTRACT	KP/A/IA/OP/38/004	00	4/5/2013		INTERNAL AUDIT	
215.	REPORTS	KP/A/IA/OP/38/005	00	4/5/2013		INTERNAL AUDIT	
216.	P.U SCHEDULE	KP/A/IA/OP/38/006	00	4/5/2013		INTERNAL AUDIT	
217.	PHYSICAL ASSET STOCK	KP/A/IA/OP/38/007	00	4/5/2013		INTERNAL AUDIT	
218.	ISO DOCUMENTS	KP/A/IA/OP/38/008	00	4/5/2013		INTERNAL AUDIT	
219.	CUSTOMER SATISFACTION QUESTIONNAIRE	KP/A/IA/OP/38/009	00	4/5/2013		INTERNAL AUDIT	
220.	MEMO	KP/A/IA/OP/38/0010	00	4/5/2013		INTERNAL AUDIT	
221.	SCHEDULED REPORTS	KP/A/IA/OP/38/0011	00	4/5/2013		INTERNAL AUDIT	
222.	UN-SCHEDULED REPORTS	KP/A/IA/OP/38/0012	00	4/5/2013		INTERNAL AUDIT	
223.	CORRECTIVE ACTION FORMS	KP/A/IA/OP/38/0013	00	4/5/2013		INTERNAL AUDIT	
224.	DELIVERY ACTION FORMS	KP/A/IA/OP/38/0014	00	4/5/2013		INTERNAL AUDIT	
225.	DELIVERY BOOK	KP/A/IA/OP/38/0015	00	4/5/2013		INTERNAL AUDIT	
226.	WORK INSTRUCTION1	KP/A/IA/OP/38/0016	00	4/5/2013		INTERNAL AUDIT	
227.	WORK INSTUCTION 2	KP/A/IA/OP/38/0017	00	4/5/2013		INTERNAL AUDIT	

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228.	REGISTER OF DOCUMENTS	KP/A/IA/OP/38/001	00	4/5/2013		INTERNAL AUDIT	
229.	COMPLIMENTS/COMPLAINTS FORM	KP/A/IA/OP/38/002	00	4/5/2013		INTERNAL AUDIT	
230.	FINANCIALS	KP/A/IA/OP/38/003	00	4/5/2013		INTERNAL AUDIT	
231.	PERFORMANCE CONTRACT	KP/A/IA/OP/38/004	00	4/5/2013		INTERNAL AUDIT	
232.	REPORTS	KP/A/IA/OP/38/005	00	4/5/2013		INTERNAL AUDIT	
233.	P.U SCHEDULE	KP/A/IA/OP/38/006	00	4/5/2013		INTERNAL AUDIT	
234.	PHYSICAL ASSET STOCK	KP/A/IA/OP/38/007	00	4/5/2013		INTERNAL AUDIT	
235.	ISO DOCUMENTS	KP/A/IA/OP/38/008	00	4/5/2013		INTERNAL AUDIT	
236.	CUSTOMER SATISFACTION QUESTIONAIRE	KP/A/IA/OP/38/009	00	4/5/2013		INTERNAL AUDIT	
237.	MEMO	KP/A/IA/OP/38/0010	00	4/5/2013		INTERNAL AUDIT	
238.	SCHEDULED REPORTS	KP/A/IA/OP/38/0011	00	4/5/2013		INTERNAL AUDIT	
239.	UN-SCHEDULED REPORTS	KP/A/IA/OP/38/0012	00	4/5/2013		INTERNAL AUDIT	
240.	CORRECTIVE ACTION FORMS	KP/A/IA/OP/38/0013	00	4/5/2013		INTERNAL AUDIT	
241.	DELIVERY ACTION FORMS	KP/A/IA/OP/38/0014	00	4/5/2013		INTERNAL AUDIT	
242.	DELIVERY BOOK	KP/A/IA/OP/38/0015	00	4/5/2013		INTERNAL AUDIT	
243.	WORK INSTRUCTION 1	KP/A/IA/OP/38/0016	00	4/5/2013		INTERNAL AUDIT	
244.	WORK INSTUCTION 2	KP/A/IA/OP/38/0017	00	4/5/2013		INTERNAL AUDIT	

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245.	ADMINISTRATIVE MATTERS, BURSARY	KP/DP/OP/11/MC/001	00	23/03/2013		MATHS/COMP	
246.	APPLICATIONS, CVs	KP/DP/OP/11/MC/002	00	23/03/2013		MATHS/COMP	
247.	EQUIPMENT DESCRIPTIONS, BROCHURES	KP/DP/OP/11/MC/003	00	23/03/2013		MATHS/COMP	
248.	INTERNAL EXAMINATIONS AND KNEC RESULTS ANALYSIS	KP/DP/OP/11/MC/004	00	23/03/2013		MATHS/COMP	
249.	TIVET AFFAIRS & EXHIBITIONS	KP/DP/OP/11/MC/005	00	23/03/2013		MATHS/COMP	
250.	FINANCIAL ISSUES, FEE, ACCOUNTS DEPT AND PROPOSALS/QUOTATIONS	KP/DP/OP/11/MC/006	00	23/03/2013		MATHS/COMP	
251.	GENERAL CORRESPONDENCE	KP/DP/OP/11/MC/007	00	23/03/2013		MATHS/COMP	
252.	GENERAL INFORMATION & COMMUNICATION	KP/DP/OP/11/MC/008	00	23/03/2013		MATHS/COMP	
253.	INVENTORY RECORDS	KP/DP/OP/11/MC/009	00	23/03/2013		MATHS/COMP	
254.	KENYA EDU. NETWORK TRUST CIRCULARS, REPORTS & POLICY DOCUMENTS	KP/DP/OP/11/MC/010	00	23/03/2013		MATHS/COMP	
255.	KIE CIRCULARS	KP/DP/OP/11/MC/0011	00	23/03/2013		MATHS/COMP	
256.	KNEC CIRCULARS & REGULATIONS	KP/DP/OP/11/MC/0012	00	23/03/2013		MATHS/COMP	
257.	CLASS LISTS & NOMINAL ROLLS	KP/DP/OP/11/MC/0013	00	23/03/2013		MATHS/COMP	
258.	PRINCIPAL CIRCULARS & INTERNAL MEMOS	KP/DP/OP/11/MC/0014	00	23/03/2013		MATHS/COMP	
259.	MOHEST CIRCULARS, REPORTS AND POLICY DOCUMENTS	KP/DP/OP/11/MC/0015	00	23/03/2013		MATHS/COMP	
260.	DEPARTMENTAL MINUTES	KP/DP/OP/11/MC/0016A	00	23/03/2013		MATHS/COMP	
261.	PERFORMANCE CONTRACTS, DEPTAL WORK PLAN	KP/DP/OP/11/MC/0017	00	23/03/2013		MATHS/COMP	
262.	PRODUCTION UNIT BY STAFF	KP/DP/OP/11/MC/0018	00	23/03/2013		MATHS/COMP	
263.	SCHEMES OF WORK, COURSE OUTLINES	KP/DP/OP/11/MC/0019A/B	00	23/03/2013		MATHS/COMP	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention
264.	SYLLABUSES	KP/DP/OP/11/MC/0020	00	23/03/2013		MATHS/COMP	
265.	TSC CIRCULARS, REPORTS & POLICY DOCUMENTS	KP/DP/OP/11/MC/0021	00	23/03/2013		MATHS/COMP	
266.	STAFF PERSONAL INFORMATION, APPOINTMENT LETTERS	KP/DP/OP/11/MC/0022	00	23/03/2013		MATHS/COMP	
267.	LECTURERS' CLASS ATTENDANCE REGISTER	KP/DP/OP/11/MC/0023	00	23/03/2013		MATHS/COMP	
268.	TIMETABLE AND TEACHING LOADS	KP/DP/OP/11/MC/0024	00	23/03/2013		MATHS/COMP	
269.	TEACHING PERMISSION FORMS FILE	KP/DP/OP/11/MC/0025	00	23/03/2013		MATHS/COMP	
270.	TEACHING FEEDBACK ANALYSIS REPORT	KP/DP/OP/11/MC/0026	00	23/03/2013		MATHS/COMP	
271.	RECORDS MOVEMENT SHEET	KP/DP/OP/11/MC/0027	00	23/03/2013		MATHS/COMP	
272.	RECORD OF WORK DONE 2013	KP/DP/OP/11/MC/0028	00	23/03/2013		MATHS/COMP	
273.	END TERM EXAMS	KP/DP/OP/11/MC/0029	00	23/03/2013		MATHS/COMP	
274.	EXTERNAL CORRESPONDENCE	KP/DP/OP/11/MC/0030	00	23/03/2013		MATHS/COMP	
275.	TEACHERS ABSENT FROM CLASS	KP/DP/OP/11/MC/0031	00	23/03/2013		MATHS/COMP	
276.	TIMETABLES	KP/DP/OP/11/MC/0032	00	23/03/2013		MATHS/COMP	
277.	AUDIT REPORTS	KP/DP/OP/11/MC/0034	00	23/03/2013		MATHS/COMP	
278.	STUDENTS TRANSFER AND DEFERMENTS 2012/2013	KP/DP/OP/11/MC/0035	00	23/03/2013		MATHS/COMP	
279.	PAST EXAMINATION PAPERS	KP/DP/OP/11/MC/0036	00	23/03/2013		MATHS/COMP	
280.	INTERNAL CATS AND EXAM RESULTS	KP/DP/OP/11/MC/0037	00	23/03/2013		MATHS/COMP	
281.	MATERIALS AND ACCESSORIES ISSUE FILE	KP/DP/OP/11/MC/0038	00	23/03/2013		MATHS/COMP	
282.	STUDENTS' LESSON ATTENDANCE REGISTER	KP/DP/OP/11/MC/0039	00	23/03/2013		MATHS/COMP	
283.	NEW ADMISSIONS REGISTER	KP/DP/OP/11/MC/0040	00	23/03/2013		MATHS/COMP	
284.	REGISTRATION OF OLD STUDENTS	KP/DP/OP/11/MC/0041	00	23/03/2013		MATHS/COMP	
285.	COMPLAINTS / COMPLIMENTS REGISTER	KP/DP/OP/11/MC/0041	00	23/03/2013		MATHS/COMP	

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286.	TENDER FILE	KP/PRC/ PO/OP/41/TF	00	2/3/2013		PROCUREMENT	
287.	ANNUAL PROCUREMENT PLAN	KP/PRC/PO/OP/41/PP	00	2/3/2013		PROCUREMENT	
288.	AUDIT FILE	KP/PRC/ PO/OP/41/AF	00	2/3/2013		PROCUREMENT	
289.	QUOTATION FILE	KP/PRC/ PO/OP/41/QF	00	2/3/2013		PROCUREMENT	
290.	DISPOSAL FILE	KP/PRC/ PO/OP/41/DF	00	2/3/2013		PROCUREMENT	
291.	PRE-QUALIFIED SUPPLIERS FILE	KP/PRC/ PO/OP/41/PS,TS	00	2/3/2013		PROCUREMENT	
292.	MEMO FILE	KP/PRC/ PO/OP/41/MF	00	2/3/2013		PROCUREMENT	
293.	DEPARTMENTAL MEETING FILE	KP/PRC/ PO/OP/41/DMF	00	2/3/2013		PROCUREMENT	
294.	LETTERS FILE	KP/PRC/ PO/OP/41/L&MTD VI	00	2/3/2013		PROCUREMENT	
295.	COMPLAINTS FILE	KP/PRC/ PO/OP/41/CF	00	2/3/2013		PROCUREMENT	
296.	COMPANIES PROFILE FILE	KP/PRC/ PO/OP/41/CPF	00	2/3/2013		PROCUREMENT	
297.	BUDGET FILE	KP/PRC/ PO/OP/41/BF	00	2/3/2013		PROCUREMENT	
298.	HEALTH AND SAFETY FILE	KP/PRC/ PO/OP/41/HSF	00	2/3/2013		PROCUREMENT	
299.	TENDER ADVERT FILE	KP/PRC/ PO/OP/41/TAF	00	2/3/2013		PROCUREMENT	
300.	TERMLY CONSUMPTION FILE	KP/PRC/ PO/OP/41/TCF	00	2/3/2013		PROCUREMENT	
301.	COMPLETION CERTIFICATE	KP/PRC/ PO/OP/41/CCF	00	2/3/2013		PROCUREMENT	
302.	CONTRACT FILES	KP/PRC/ PO/OP/41/CF VI	00	2/3/2013		PROCUREMENT	

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303.	TEACHERS REFERENCE LENDING BOOK	KNP/DP/T/OP/11/001	00	31/5/2013		BUSINESS DEPT	
304.	LOADING FILE	KNP/DP/T/OP/11/002	00	31/5/2013		BUSINESS DEPT	
305.	WORK LOAD ALLOCATION FILE	KNP/DP/T/OP/11/003	03	31/5/2013	5/12/2014	BUSINESS DEPT	
306.	RECORD MOVEMENT SHEET	KNP/DP/T/OP/11/004	03	31/5/2013	5/12/2014	BUSINESS DEPT	
307.	SYLLABUS COVERAGE EVALUATION FORMS	KNP/DP/T/OP/11/005	03	31/5/2013	5/12/2014	BUSINESS DEPT	
308.	TEACHING MATERIAL ISSUANCE FORMS	KNP/DP/T/OP/11/006	03	31/5/2013	5/12/2014	BUSINESS DEPT	
309.	INTERNAL MEMOS	KNP/DP/T/OP/11/007	00	31/5/2013		BUSINESS DEPT	
310.	LECTURERS LESSON ATTENDANCE REGISTER FILE	KNP/DP/T/OP/11/008	03	31/5/2013	5/12/2014	BUSINESS DEPT	
311.	LESSON MISSED SUMMARY & MAKE-UP FORMS FILE	KNP/DP/T/OP/11/009	03	31/5/2013	5/12/2014	BUSINESS DEPT	
312.	TEACHING TIMETABLE FILE	KNP/DP/T/OP/11/010	00	31/5/2013		BUSINESS DEPT	
313.	END STAGE MARK SHEET	KNP/DP/T/OP/11/011	00	31/5/2013		BUSINESS DEPT	
314.	END OF TERM EXAMINATION MARK SHEET	KNP/DP/T/OP/11/012	03	31/5/2013	5/12/2014	BUSINESS DEPT	
315.	TEACHERS PERMISSION FILE	KNP/DP/T/OP/11/013	03	31/5/2013	5/12/2014	BUSINESS DEPT	
316.	TEACHING FEEDBACK DATA FILE	KNP/DP/T/OP/11/014	00	31/5/2013		BUSINESS DEPT	
317.	REPORT TEACHING FEEDBACK ANALYSIS FILE	KNP/DP/T/OP/11/015	00	31/5/2013		BUSINESS DEPT	
318.	DEPARTMENTAL STAFF MINUTES	KNP/DP/T/OP/11/016	00	31/5/2013		BUSINESS DEPT	
319.	KNEC RESULTS FILE	KNP/DP/T/OP/11/017	00	31/5/2013		BUSINESS DEPT	
320.	DISCIPLINE FILE	KNP/DP/T/OP/11/018	00	31/5/2013		BUSINESS DEPT	
321.	DEFERRAL/CHANGE OF COURSE FILE	KNP/DP/T/OP/11/019	00	31/5/2013		BUSINESS DEPT	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section To Which the Record Belongs	Retention Time
322.	QMS AUDIT FILE (INTERNAL & EXTERNAL)	KNP/DP/T/OP/11/020	00	31/5/2013		BUSINESS DEPT	
323.	GENERAL CORRESPONDENCE FILE	KNP/DP/T/OP/11/021	00	31/5/2013		BUSINESS DEPT	
324.	STUDENTS PERSONAL DATA FORMS FILE	KNP/DP/T/OP/11/022	00	31/5/2013		BUSINESS DEPT	
325.	STAFF APPRAISAL FILE	KNP/DP/T/OP/11/023	00	31/5/2013		BUSINESS DEPT	
326.	KASNEB FILE	KNP/DP/T/OP/11/024	00	31/5/2013		BUSINESS DEPT	
327.	STUDENTS EXTERNAL CORRESPONDENCE	KNP/DP/T/OP/11/025	00	31/5/2013		BUSINESS DEPT	
328.	TEACHING ISO PROCEDURES FILE	KNP/DP/T/OP/11/026	00	31/5/2013		BUSINESS DEPT	
329.	NON-CONFORMITY PRODUCTS FILE	KNP/DP/T/OP/11/027	00	31/5/2013		BUSINESS DEPT	
330.	SET PAPERS (END STAGE/END TERM) FILE	KNP/DP/T/OP/11/029	00	31/5/2013		BUSINESS DEPT	
331.	ISO TEACHING BLANK FORMS FILE	KNP/DP/T/OP/11/030	00	31/5/2013		BUSINESS DEPT	
332.	INVENTORY FILE	KNP/DP/T/OP/11/031	00	31/5/2013		BUSINESS DEPT	
333.	PROJECT MARKS DECLARATION BY TEACHERS	KNP/DP/T/OP/11/032	00	31/5/2013		BUSINESS DEPT	
334.	KNEC PAPERS – D.B.M & C.B.M	KNP/DP/T/OP/11/033	00	31/5/2013		BUSINESS DEPT	
335.	KNEC ACCOUNTANCT	KNP/DP/T/OP/11/034	00	31/5/2013		BUSINESS DEPT	
336.	KNEC PAPERS D.S.S & C.S.S	KNP/DP/T/OP/11/035	00	31/5/2013		BUSINESS DEPT	
337.	KNEC PAPERS – D.H.R.M & C.H.R.M	KNP/DP/T/OP/11/036	00	31/5/2013		BUSINESS DEPT	
338.	KNEC PAPERS – D.S.CM & C.S.C.M (VOL. I)	KNP/DP/T/OP/11/037	00	31/5/2013		BUSINESS DEPT	
339.	CERT & DIP IN TRANSPORT MGT	KNP/DP/T/OP/11/038	00	31/5/2013		BUSINESS DEPT	
340.	KNEC PAPERS - D.S.CM & C.S.C.M (VOL. II)	KNP/DP/T/OP/11/039	00	31/5/2013		BUSINESS DEPT	
341.	KNEC PAPERS – D.S & M & C.S & M	KNP/DP/T/OP/11/040	00	31/5/2013		BUSINESS DEPT	
342.	KNEC PAPERS – H.N.D	KNP/DP/T/OP/11/041	00	31/5/2013		BUSINESS DEPT	
343.	KNEC PAPERS – I.C.T & COMM SKILLS	KNP/DP/T/OP/11/042	00	31/5/2013		BUSINESS DEPT	
344.	BEREAVEMENT FILE	KNP/DP/T/OP/11/043	00	31/5/2013		BUSINESS DEPT	
345.	COMBINED KNEC PAPERS (VOL. I)	KNP/DP/T/OP/11/044	00	31/5/2013		BUSINESS DEPT	
346.	KASNEB PAPERS (VOL. I)	KNP/DP/T/OP/11/045	00	31/5/2013		BUSINESS DEPT	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section To Which the Record Belongs	Retention Time
347.	PROJECT MARKS	KNP/DP/T/OP/11/046	00	31/5/2013		BUSINESS DEPT	
348.	COMBINED KNEC PAPERS (VOL. II)	KNP/DP/T/OP/11/03347	00	31/5/2013		BUSINESS DEPT	
349.	KASNEB PAPERS (VOL. II)	KNP/DP/T/OP/11/048	00	31/5/2013		BUSINESS DEPT	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
350.	POLICY DOCUMENTS	KP/GCC/GC/OP/001	00	12/3/2013		GUIDANCE	
351.	COUNSELING RECORDS	KP/GCC/GC/OP/002	00	12/3/2013		GUIDANCE	
352.	CORRESPONDENCE	KP/GCC/GC/OP/003	00	12/3/2013		GUIDANCE	
353.	REFERRAL RECORDS	KP/GCC/GC/OP/004	00	12/3/2013		GUIDANCE	
354.	MINUTES	KP/GCC/GC/OP/006	00	12/3/2013		GUIDANCE	
355.	AUDIT REPORTS	KP/GCC/GC/OP/007	00	12/3/2013		GUIDANCE	
356.	WORK PLANS	KP/GCC/GC/OP/008	00	12/3/2013		GUIDANCE	
357.	QUALITY MANUAL	KP/GCC/GC/OP/009	00	12/3/2013		GUIDANCE	
358.	PERFORMANCE CONTRACT	KP/GCC/GC/OP/010	00	12/3/2013		GUIDANCE	
359.	INTERNAL REQUISITIONS	KP/GCC/GC/OP/011	00	12/3/2013		GUIDANCE	
360.	PURCHASE REQUEST	KP/GCC/GC/OP/012	00	12/3/2013		GUIDANCE	
361.	HIV & AIDS/DRUGS & SUBSTANCE	KP/GCC/GC/OP/014	00	12/3/2013		GUIDANCE	
362.	BASELINE SURVEY	KP/GCC/GC/OP/015	00	12/3/2013		GUIDANCE	
363.	NEED IDENTIFICATION	KP/GCC/GC/OP/016	00	12/3/2013		GUIDANCE	
364.	TERMLY RECORDS	KP/GCC/GC/OP/017	00	12/3/2013		GUIDANCE	
365.	DOCUMENTS RECORDS	KP/GCC/GC/OP/018	00	12/3/2013		GUIDANCE	
366.	MOVEMENT OF DOCUMENTS	KP/GCC/GC/OP/019	00	12/3/2013		GUIDANCE	

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367.	INCOMING MEMORANDA	KP/DP/T/OP/M/01B	00	03/3/2013		DP – ADMIN.	
368.	OUTGOING MEMORANDA	KP/DP/T/OP/M/02	00	03/3/2013		DP – ADMIN.	
369.	INDUSTRIAL ATTACHMENT	KP/DP/T/OP/I/03	00	03/3/2013		DP – ADMIN.	
370.	EXTERNAL EXAMINATIONS	KP/DP/T/OP/E/04	00	03/3/2013		DP – ADMIN.	
371.	EXTERNAL TRIPS	KP/DP/T/OP/E/05	00	03/3/2013		DP – ADMIN.	
372.	STAFF HOUSING	KP/DP/T/OP/S/06	00	03/3/2013		DP – ADMIN.	
373.	STUDENTS DISCIPLINE	KP/DP/T/OP/S/07	00	03/3/2013		DP – ADMIN.	
374.	STAFF DISCIPLINE	KP/DP/T/OP/S/08	00	03/3/2013		DP – ADMIN.	
375.	STUDENTS FEES MATTERS	KP/DP/T/OP/S/09	00	03/3/2013		DP – ADMIN.	
376.	STAFF CLEARANCE	KP/DP/T/OP/S/10	00	03/3/2013		DP – ADMIN.	
377.	HODS' MEETING	KP/DP/T/OP/H/11	00	03/3/2013		DP – ADMIN.	
378.	GENERAL STAFF MEETING	KP/DP/T/OP/G/12	00	03/3/2013		DP – ADMIN.	
379.	PRODUCTION UNIT	KP/DP/T/OP/P/13	00	03/3/2013		DP – ADMIN.	
380.	ISO PROCEDURES & AUDIT REPORTS	KP/DP/T/OP/P/14	00	03/3/2013		DP – ADMIN.	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Rete TI
381.	R&M PROCESS MAP	KP/EM/RM/OP/42/001	00	3/5/2013		ESTATES DEPT	
382.	R&M RECORD	KP/EM/RM/OP/42/002	00	3/5/2013		ESTATES DEPT	
383.	PURCHASE REQUEST	KP/EM/RM/OP/42/003	00	3/5/2013		ESTATES DEPT	
384.	INSECTION SHEETS	KP/EM/RM/OP/42/004	00	3/5/2013		ESTATES DEPT	
385.	CERTIFICATE OF COMPLETION	KP/EM/RM/OP/42/005	00	3/5/2013		ESTATES DEPT	
386.	RECORDS OF DONE	KP/EM/RM/OP/42/006	00	3/5/2013		ESTATES DEPT	
387.	COMPLAINTS /COMPLIMENTS REGISTER	KP/EM/RM/OP/42/007	00	3/5/2013		ESTATES DEPT	
388.	R&M ANALYSIS	KP/EM/RM/OP/42/008	00	3/5/2013		ESTATES DEPT	
389.	BUILDING CODE	KP/EM/RM/OP/42/009	00	3/5/2013		ESTATES DEPT	
390.	CORRESPONDENCE	KP/EM/RM/OP/42/010	00	3/5/2013		ESTATES DEPT	
391.	AUDIT REPORTS	KP/EM/RM/OP/42/011	00	3/5/2013		ESTATES DEPT	
392.	R&M POLICY	KP/EM/RM/OP/42/012	00	3/5/2013		ESTATES DEPT	
393.	RM SCHEDULE	KP/EM/RM/OP/42/013	00	3/5/2013		ESTATES DEPT	
394.	STAFF HOUSES	KP/EM/RM/OP/42/0014	00	3/5/2013		ESTATES DEPT	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
395.	SCHEMES & COURSE OUTLINES						
396.	LOADING AND TIMETABLE						
397.	INTERNAL MEMOS						
398.	DEPARTMENTAL MINUTES						
399.	END STAGE/END OF TERM RESULTS						
400.	SYLLABI FOR TECH/BUS						
401.	PERFORMANCE CONTRACT						
402.	ACADEMIC POLICY						
403.	KNEC COMPUTER PRINTOUT						
404.	BUSINESS PLAN FORMAT						
405.	ATTENDANCE REGISTER						
406.	APPRAISAL FORMS						
407.	CATS/END TERM/END STAGE						
408.	DEPARTMENTAL BUDGET						
409.	CORRESPONDENCE						
410.	ISO BRIEFINGS						
411.	KNEC EXAMS ANALYSIS						
412.	PAY SCHEDULE FOR PART TIME						
413.	COPIES OF APPOINTMENT LETTERS						
414.							

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
415.							
416.							

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
417.	WOAKLOAD ALLOCATION	KNP/DP/OP/IM/0001	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
418.	TEACHING MATERIALS ISSUANCE FORMS	KNP/DP/OP/IM/0002	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
419.	SCHEME OF WORK	KNP/DP/OP/IM/0003	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
420.	COURSE OUTLINES	KNP/DP/OP/IM/0003A	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
421.	LECTURE LESSON ATTENDANCE REGISTER	KNP/DP/OP/IM/0004	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
422.	STUDENT LECTURE ATTENDANCE REGISTER	KNP/DP/OP/IM/0006	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
423.	STUDENTS RECORDS SUMMARY	KNP/DP/OP/IM/0007	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
424.	RECORDS OF WORK	KNP/DP/OP/IM/0007A	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
425.	TEACHING FEEDBACK FORM	KNP/DP/OP/IM/0008	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
426.	TEACHINGS PERMISSION FORM	KNP/DP/OP/IM/0009	03	31/5/2013	5/12/2014	INST. MGT. DEPT	
427.	DEPARTMENTAL MINUTES	KNP/DP/OP/IM/0010	00	31/5/2013		INST. MGT. DEPT	
428.	ANALYZED KNEC RESULTS	KNP/DP/OP/IM/0011	00	31/5/2013		INST. MGT. DEPT	
429.	AUDIT REPORTS	KNP/DP/OP/IM/0012	00	31/5/2013		INST. MGT. DEPT	
430.	KNEC EXAMINATION PAST PAPERS	KNP/DP/OP/IM/0013	00	31/5/2013		INST. MGT. DEPT	
431.	USED STUDENTS LESSON ATTENDANCE FORMS	KNP/DP/OP/IM/0014	00	31/5/2013		INST. MGT. DEPT	
432.	INTERNAL EXAMS ANALYSIS	KNP/DP/OP/IM/0015	00	31/5/2013		INST. MGT. DEPT	
433.	INTERNAL MEMOS	KNP/DP/OP/IM/0016	00			INST. MGT. DEPT	

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NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retenti on Time
434.	WORKLOAD ALLOCATION	KP/DP/T/OP/11/LS/1102	00	04/06/2013		LIBERAL STUDIES	
435.	TEACHING MATERIAL	KP/DP/T/OP/11/LS/1103	00	04/06/2013		LIBERAL STUDIES	
436.	LECTURER'S LESSON ATTENDANCE	KP/DP/T/OP/11/LS/1104A	00	04/06/2013		LIBERAL STUDIES	
437.	LESSONS' MISSED SUMMARY	KP/DP/T/OP/11/LS/1104B	00	04/06/2013		LIBERAL STUDIES	
438.	STUDENTS ATTENDANCE REGISTER	KP/DP/T/OP/11/LS/1105A	00	04/06/2013		LIBERAL STUDIES	
439.	RECORD OF WORK/ STUDENTS PROGRESS SUMMARY	KP/DP/T/OP/11/LS/110B/1112	00	04/06/2013		LIBERAL STUDIES	
440.	LECTURERS PERMISSION	KP/DP/T/OP/11/LS/1106	00	04/06/2013		LIBERAL STUDIES	
441.	TEACHING FEEDBACK	KP/DP/T/OP/11/LS/1107	00	04/06/2013		LIBERAL STUDIES	
442.	SCHEMES OF WORK	KP/DP/T/OP/11/LS/1110	00	04/06/2013		LIBERAL STUDIES	
443.	COURSE OUTLINE	KP/DP/T/OP/11/LS/1111	00	04/06/2013		LIBERAL STUDIES	
444.	ISSUANCE OF PROGRESS REPORTS	KP/DP/T/OP/11/LS/1113	00	04/06/2013		LIBERAL STUDIES	
445.	ISSUANCE OF IDS	KP/DP/T/OP/11/LS/1114	00	04/06/2013		LIBERAL STUDIES	
446.	PAST EXAM PAPERS (CSD)	KP/DP/T/OP/11/LS/1115	00	04/06/2013		LIBERAL STUDIES	
447.	PAST EXAM PAPERS (DSWCD)	KP/DP/T/OP/11/LS/1116	00	04/06/2013		LIBERAL STUDIES	
448.	INTERNAL MEMOS FILE	KP/DP/T/OP/11/LS/1117	00	04/06/2013		LIBERAL STUDIES	
449.	MINUTES FILE	KP/DP/T/OP/11/LS/1118	00	04/06/2013		LIBERAL STUDIES	
450.	STUDENTS CORRESPONDENCES	KP/DP/T/OP/11/LS/1119	00	04/06/2013		LIBERAL STUDIES	
451.	DISCIPLINE FILE	KP/DP/T/OP/11/LS/1120	00	04/06/2013		LIBERAL STUDIES	
452.	INTERNAL BURSARY	KP/DP/T/OP/11/LS/1121	00	04/06/2013		LIBERAL STUDIES	
453.	END TERM EXAM RESULTS	KP/DP/T/OP/11/LS/1122	00	04/06/2013		LIBERAL STUDIES	
454.	KNEC EXAMS	KP/DP/T/OP/11/LS/1123	00	04/06/2013		LIBERAL STUDIES	
455.	AUDIT FILE	KP/DP/T/OP/11/LS/1124	00	04/06/2013		LIBERAL STUDIES	

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456.	SCHEMES OF WORK	KP/DP/T/OP/11/ME/0001	03	31/5/2013	5/12/2014	MECH. ENG	
457.	COURSE OUTLINES	KP/DP/T/OP/11/ME/0002	03	31/5/2013	5/12/2014	MECH. ENG	
458.	ATTENDANCE	KP/DP/T/OP/11/ME/0003	03	31/5/2013	5/12/2014	MECH. ENG	
459.	END TERM MARKS 2012	KP/DP/T/OP/11/ME/0004	03	31/5/2013	5/12/2014	MECH. ENG	
460.	END TERM MARKS 2013	KP/DP/T/OP/11/ME/0004	03	31/5/2013	5/12/2014	MECH. ENG	
461.	END TERM MARKS 2014	KP/DP/T/OP/11/ME/0004	03	31/5/2013	5/12/2014	MECH. ENG	
462.	MISSED LESSON SUMMARY 2014	KP/DP/T/OP/11/ME/0005	03	31/5/2013	5/12/2014	MECH. ENG	
463.	RESULT ANALYSIS	KP/DP/T/OP/11/ME/0006	00	31/5/2013		MECH. ENG	
464.	DEPARTMENTAL MINUTES	KP/DP/T/OP/11/ME/0007	00	31/5/2013		MECH. ENG	
465.	TIMETABLE	KP/DP/T/OP/11/ME/0008	00	31/5/2013		MECH. ENG	
466.	RECORD OF WORK DONE	KP/DP/T/OP/11/ME/0009	03	31/5/2013	5/12/2014	MECH. ENG	
467.	INTERNAL MEMOS	KP/DP/T/OP/11/ME/00010	00	31/5/2013		MECH. ENG	
468.	COURSE WORK MARKS 2013	KP/DP/T/OP/11/ME/00011	00	31/5/2013		MECH. ENG	
469.	QMS AUDITS	KP/DP/T/OP/11/ME/00012	00	31/5/2013		MECH. ENG	
470.	CATS AND MODERATED EXAM PAPERS 2013	KP/DP/T/OP/11/ME/00013	00	31/5/2013		MECH. ENG	
471.	MINUTES OF MODERATION	KP/DP/T/OP/11/ME/00014	00	31/5/2013		MECH. ENG	
472.	MARKS SHEET	KP/DP/T/OP/11/ME/00015	03	31/5/2013	5/12/2014	MECH. ENG	
473.	RAC DOCUMENTS	KP/DP/T/OP/11/ME/00016	00	31/5/2013		MECH. ENG	
474.	INCOMING MAILS	KP/DP/T/OP/11/ME/00017	00	31/5/2013		MECH. ENG	
475.	INTERNAL PAST PAPERS	KP/DP/T/OP/11/ME/00018	00	31/5/2013		MECH. ENG	

NO	Record	Record Reference	Revision Status	Issue Date	Revision Date	Department/ Section the Record Belongs To	Retention Time
476.	BURSARY 2012-2014	KP/DP/T/OP/11/ME/00019	00	31/5/2013		MECH. ENG	
477.	RECORD MOVEMENTS	KP/DP/T/OP/11/ME/00020	00	31/5/2013		MECH. ENG	
478.	KNEC RESULTS	KP/DP/T/OP/11/ME/00021	00	31/5/2013		MECH. ENG	
479.	KNEC PAST PAPERS	KP/DP/T/OP/11/ME/00022	00	31/5/2013		MECH. ENG	
480.	PROJECT PROPOSALS	KP/DP/T/OP/11/ME/00023	00	31/5/2013		MECH. ENG	
481.	PROJECT PROPOSALS 2013-14	KP/DP/T/OP/11/ME/00023	00	31/5/2013		MECH. ENG	
482.	BLANKS	KP/DP/T/OP/11/ME/00024	00	31/5/2013		MECH. ENG	
483.	STUDENTS FEEDBACK FORM	KP/DP/T/OP/11/ME/00025	03	31/5/2013	5/12/2014	MECH. ENG	
484.	STUDENTS CORRESPONDENCE	KP/DP/T/OP/11/ME/00026	00	31/5/2013		MECH. ENG	

KNOWLEDGE MANAGEMENT COMMITTEE

Chairman: Othina Christopher signature:

Member: Lillian Oningu signature:

Member: Augustine Guda signature:

Principal: Joyce Nyanjom signature: