Legal and Regulatory framework  
Management of public records and archives is Kenya is governed by the following Acts;  
3. Government Financial Regulations, Chapter 23, Section 5  
4. Public Procurement and Disposal Act, 2011  
5. Kenya Communication Act, 2009  

Over the years, the Government has issued several circulars on management of public records to compliment the above Acts. These circulars include;  

1. Archives Circular No. 2 of 12th January, 1965 from the Office of the Vice – President on Archives regulations.  
2. Circular reference no. KNA/16/16 of 11th November 1985 from the Chief Archivist on Disposal of old closed files and documents.  
4. District Focus circular No. 1/85 of 28th August, 1985 from the Chief Secretary, Office of the President on District Focus for Rural Development.  
5. District Focus circular No. 1/86 from the Chief Secretary, Office of the President on, Establishment and use of District Information and Documentation centres.  
8. Office of the President circular No. OP.39/2A of 14\textsuperscript{th} November, 1999 on cases of missing and lost files and documents in the public service.


10. Office of the President circular reference No. OP.40/1/1A of 6\textsuperscript{th} June, 2003 on improvement of records management for good governance.

11. Office of the President circular reference DPM.4/10A(9) of 27\textsuperscript{th} October, 2003 on streamlining the performance of registries in Government ministries, departments, local authorities, provinces and districts.

12. Office of the Vice–President and Ministry of Home Affairs ministerial circular No. 12/2005 of 31\textsuperscript{st} October, 2005 on depositing of reports and other generally circulated documents in the Kenya National Archives and Documentation Service.

13. Personnel General Letter No. 1/2008 of 12\textsuperscript{th} March from Office of the President on disposal of personnel records.

14. Office of the President circular on Management of records in the Devolved Governments August 2013