

Legal and Regulatory framework

Management of public records and archives in Kenya is governed by the following Acts;

1. Public Archives and Documentation Service Act, 1965, Cap 19 of the Laws of Kenya
2. Records Disposal Act Cap 14, 1962 of the Laws of Kenya
3. Government Financial Regulations, Chapter 23, Section 5
4. Public Procurement and Disposal Act ,2011
5. Kenya Communication Act, 2009
6. Access to Information Act , 2016

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.
3. Office of President circular OP.1/48A/66 of 28th November, 1985 on destruction of non – current Government records.
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.
6. Office of the President circular OP. 1/48A/11/10 of 7th July , 1989 on Depositing of reports and other generally circulated documents in the Kenya National Archives.
7. Personnel General Letter No. 7 of 29th August, 1991 from Office of the President on Destruction of personnel records.

8. Office of the President circular No. OP.39/2A of 14th November, 1999 on cases of missing and lost files and documents in the public service.
9. Office of the President circular reference OP/CAB 39/ 2A Vol. IV (52) of 8th February, 2005 on the Establishment of Libraries / Documentation Centres in Ministries/Departments.
10. Office of the President circular reference No. OP.40/1/1A of 6th June, 2003 on improvement of records management for good governance.
11. Office of the President circular reference DPM.4/10A(9) of 27th 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 31st 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 12th 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