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Document Title: CONTROL OF RECORDS		

CHUKA UNIVERSITY


GENERAL OPERATING PROCEDURE

FOR

CONTROL OF RECORDS CU/GOP/CR/02


DOCUMENT REVIEW SHEET

	Name	Position	Date
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2. GENERAL

2.1 Purpose

The purpose of this procedure is to define the controls that are needed for the identification, storage, protection, retrieval, retention time and disposition of records.

2.2 Scope

This procedure applies to all the records (including electronic) that are required by this International Standard (**See 4.2.4**), and those established and maintained by CU to provide evidence of conformity to requirements and of the effective operation of the QMS in the CU (Appendix 1).

2.3 References

- (1) ISO 9001:2008 Clause 4.2.4
- (2) Quality Manual
- (3) Registry filing scheme
- (4) CU Records Management Policy & Guidelines

2.4 Definitions and Abbreviations

In addition to the relevant common definitions of terms given in ISO 9000:2005, the following specific definitions shall apply:

Records: These are “descriptive” documents established and maintained to provide evidence of conformity to requirements and of the effective operation of the Quality Management Systems. Specific records required by ISO 9001:2008 International Standard and others maintained by CU are documented in the Master List of Records.


AMR: Assistant Management Representative

MR: Management Representative

QMS: Quality Management Systems

2.5 RESPONSIBILITY

The MR is responsible for ensuring that this procedure is effectively implemented. Heads of Departments are responsible for ensuring that applicable records are established, identified, maintained and controlled within their areas.

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3. PROCEDURES

3.1 General

- 3.1.1 Records are established and maintained to provide evidence of conformity to International Standard requirements and of the effective operation of the QMS. The MR/Process owners have established and maintain the Master List of Internal Records (**Ref: CU/MR/FORM/06**) (**Appendix 1**).
- 3.1.2 The MR ensures that the Master List of Internal Records is updated arising from the evolution and development of the QMS, as a result of initial audits and Management Review processes.
- 3.1.3 The HODs ensure that records remain legible, readily identifiable and retrievable.

3.2 Records Identification

- 3.2.1. All records are identified by having as a minimum a title and a reference number. See Registry Filing Scheme (**CU/MR/FORM/14**).
- 3.2.2. Particulars of all the records are maintained by respective Heads of Departments/Sections and controlled through the Master List of Records in Departments/Sections.

3.3 Records Storage

All records required by this International Standard and by CU are stored in the storage areas identified by CU to include cabinets, safes and shelves.

Refer to the Master List of Internal Records (CU/MR/FORM/06) and Master List of Records in Departments/Sections.

3.4 Records Protection

- 3.4.1 All records are protected from damage by agents such as light, fire etc by storing in filing cabinets, safes, or laminating, among others.
- 3.4.2 Electronic records are protected using passwords and storage in fireproof cabinets to prevent unauthorized changes.

3.5 Records Retrieval

- 3.5.1 Records are stored in an orderly manner for ease of retrieval. Methods, which include filing and/or storage in chronological, alphabetical or numerical arrangements, are used.
- 3.5.2 Records of filing indexes are maintained at the normal storage areas identified for the various records.

3.6 Records Retention and Disposition

- 3.6.1 Records disposition and retention is as given on the Master List of Records and in the Records Management Policy.

Refer to CU Records Management Policy

4. RECORDS

- 4.1 Master List of Internal Records (*Ref: CU/MR/FORM/06*)



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5. APPENDICES

APPENDIX 1: MASTER LIST OF INTERNAL RECORDS (Ref: CU/MR/FORM/06)

No.	Document Title	Reference Number	Responsible Dept	Retention Period	Disposition Method
1	Control of documents, records	CU/MR/FORM/01, CU/MR/FORM/02, CU/MR/FORM/03, CU/MR/FORM/04, CU/MR/FORM/05, CU/MR/FORM/06	MR	4-years post make	
2	Management reviews, related records,	CU/MR/MRM	MR	4-years post make	
3	Human resource, records of education, training, skills & competence,	CU/RADP/HRTD or PERS or STAF, CU/QAPC/TRAIN	See ref	5-years post make	
4	Planning of product realisation, records that realisation processes & resulting products meet requirements,	CU/ACAD/CURR, CU/BUSF/CURR, CU/BPSR/CURR, CU/RACA/CATA or SENA, CU/DICT/IMIS or COMP	See ref	5-years post make	
5	Review of requirements related to product, records of results of review & arising actions,	CU/PROD/TEND, CU/ACAD/CURR, CU/DICT/IMIS,	See ref	5-years post make	
6	Design and development inputs, records of inputs,	CU/EXTT/TITA, CU/MR/ACTS, REGU/CIRC/SURV; CU/PROD/TEND	See ref	5-years post make	
7	Design and dev't review, records of results of reviews,	CU/FACU/CURR, CU/DICT/IMIS or COMP	See ref	5-years post make	
8	Design and dev't verification, records of verification results	CU/BUSF/CURR, CU/BPSR/CURR,	See ref	5-years post make	
9	Design and dev't validation, records of results of validation,	CU/RACA/SENA, CU/DAFP/TEND	See ref	5-years post make	
10	Control of design & dev't changes,	CU/DACA/CURR, CU/DAFP/COMP,	See ref	5-years post make	
11	Purchasing process, record selection, evaluation & re-evaluation results	CU/PROD/PURC	See ref	5-years post make	
12	Validation of outsourced processes, accompanying records,	CU/ESTD, CU/DICT/COMP, CU/RACA/ID, CU/FIND/AUDI	See ref	5-years post make	
13	Identification and traceability, records of product identification	CU/FIND/ASSETS	See ref	5-years post make	
14	Customer property: Loss, damage, unfit records,	CU/BPSR/CURR, CU/RACA/TRAN OR CERT, CU/RADP/STAF, CU/PROD/TEND	See ref	5-years post make	
15	Control of monitoring & measuring equipment, records of calibration & verification basis	CU/DICT/IMIS or COMP, CU/DBSC/CALI, CU/MEDD/CALI	See ref	5-years post make	
16	Internal Audit, records of audits & their results,	CU/MR/FORM/12	MR	4-years post make	
17	Monitoring and measurement of product, records to indicate person(s) authorising release	CU/RACA/TRAN, CU/RACA/CERT	See ref	5-years post make	
18	Control of NC product, records to indicate nature of non-conformity & subsequent action taken,	CU/RACA/CATA, CU/RACA/CURR, CU/RACA/SENA, CU/DICT/IMIS or COMP, CU/MR/FORM/11	See ref, MR	5-years post make	
19	Annual Internal Audit Programme, record	CU/MR/FORM/07	MR	4-years post make	
20	Internal Audits Schedule, record	CU/MR/FORM/08	MR	4-years post make	
21	Internal Audits Checklist, record	CU/MR/FORM/09	MR	4-years post make	
22	Corrective action, records of results of action taken,	CU/MR/FORM/10	MR	4-years post make	
23	Preventive action, records of results of action taken,	CU/MR/FORM/13	MR	4-years post make	
24	Coding index of CU standard operating procedures	CU/MR/FORM/14	MR	4-years post make	
25	Coding index of CU work instructions	CU/MR/FORM/15	MR	4-years post make	




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26	Filing index within CU	CU/MR/FORM/16	MR	4-years post make	
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Office of the Vice-Chancellor					
1	Approved CUC budget	CU/P/1	Finance	Permanent	
2	Council Calendar of meetings	CU/P/2	Office of VC	Annual	
22	Council Minutes	CU/CNCL	Central Registry	Permanent	
23	Law Suits		Legal Affairs	Permanent	
24	Disciplinary Records	CU/DISC	Legal Affairs	Permanent/6 yrs post-last contact dismissal	
25	Performance Contracts	CU/PC	Office of VC	3 yrs after renewal	
26	Building Plans		Office of VC	Permanent	
OFFICE OF DEPUTY PRINCIPAL (ACADEMIC AFFAIRS)					
24	Appointment letters	CU/DVCA/ADM/1/21	Office of DVCA	5 years post-make	
43	Pedagogical Seminars Proceedings	CU/DVCA/ADM/1/40	Office of DVCA	5 years post-make	
60	Programme Adverts	CU/DVCA/ADM/1/57	Office of DVCA	5 years post-make	
75	Commission for Higher/Universities Education Reports	CU/DVCA/ACA/2/3	Office of DVCA	Permanent	
76	CU Senate Minutes	CU/DVCA/ACA/2/4	Office of DVCA	20 years post-make	
79	Chuka University Alumni Association Roll	CU/DVCA/ACA/2/7	Office of DVCA	Permanent	
85	CU Graduation Minutes	CU/DVCA/ACA/2/13	Office of DVCA	10 yrs post-grad	
87	Conference Workshops and Seminars Reports	CU/DVCA/ACA/2/15	Office of DVCA	Permanent	
91	Deans' Committee Minutes	CU/DVCA/CTEE/3/1	Office of DVCA	20 years post-make	
97	University Policies - General	CU/DVCA/CTEE/3/7	Office of DVCA	Permanent	
99	Chuka University Research Policy	CU/DVCA/CTEE/3/9	Office of DVCA	Permanent	
102	CUC Newsletters	CU/DVCA/CTEE/3/12	Office of DVCA	Permanent	
106	Students' Disciplinary Cttee Reports	CU/DVCA/CTEE/3/16	Office of DVCA	Permanent	
OFFICE OF THE REGISTRAR (ADMINISTRATION)					
1	Leave Approval Forms	CU/ADM/HR/2	Registrar (AP)	5 years post-term	
2	Overtime Off Forms	CU/ADM/HR/3	Registrar (AP)	3 years	
3	Interview Score Forms	CU/ADM/HR/4	Registrar (AP)	3 years	
4	Candidate Profile Interview Forms	CU/ADM/HR/5	Registrar (AP)	3 years	
6	Staff List	CU/ADM/HR/8	Registrar (AP)	Regularly	
9	Customer Satisfaction Survey Forms	CU/ADM/HR/10	Office of DP (AFP)	3 years	
10	Employee Personal Records	CU/STAF	HR Registry	5 years after termination	
11	Employee Application Packages	N/A	HR Registry	1 yr post-placement	
OFFICE OF THE REGISTRAR (ACADEMIC)					
1	Personal Details Form	CU/ADM/FORM/1	Admissions	Permanent	
2	Students Acceptance Form	CU/ADM/FORM/2A	Admissions	5 years	
3	Guardian Acceptance Form	CU/ADM/FORM/2B	Admissions	5 years	
4	Deferment Form	CU/ADM/FORM/3	Admissions	5 years	
5	Medical Form	CU/ADM/FORM/4	Admissions	5 years	
6	New Student's Registration Form	CU/ADM/FORM/5A	Admissions	5 years	
7	Continuing Students Reg. Form	CU/ADM/FORM/5B	Admissions	5 years	
8	Course Registration Form	CU/ADM/FORM/6	Admissions	5 years	
9	Inter-faculty pgm transfer Form	CU/ADM/FORM/7	Admissions	5 years	
10	Student Clearance Form	CU/ADM/FORM/8	Admissions	1 year	
11	Certificate Releasing Form	CU/ADM/FORM/9	Admissions	1 year	
12	Class list	CU/ADM/TEMP/1	Admissions	5 years	
13	Nominal Roll	CU/ADM/TEMP/2	Admissions	5 years	
14	Applications In Master Record Book	CU/ADM/TEMP/3	Admissions	5 years	
15	Final Transcript Issuance Master Record Book	CU/ADM/TEMP/4	Admissions	5 years	
16	Letter of acceptance of offer of	CU/ADM/FORM/2A	Admissions	5 years	

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	admission by the candidate				
17	Letter of acceptance of admission by parent/guardian	CU/ADM/FORM/2B	Admissions	5 years	
18	Letter of rejection Or Deferment of study by candidate	CU/ADM/FORM/3	Admissions	5 years	
19	Students medical biodata form	CU/ADM/FORM/4	Admissions	Permanent	
20	Application for SSP programmes	CU/ADM/FORM/APP/1	Admissions	5 years	
21	Transcript Duplicates	N/A	Students Registry	Permanent	
22	Transcript Request Forms	N/A	Students Registry	1 yr after submission	
23	Student Personal Files	N/A	Students Registry	Permanent	
24	Students Enrolment and Graduation Statistics	N/A	Students Registry	Permanent	
FBUST					
1	Registration form (New students)	CU/FBST/01	FBST	5 years	
2	Registration form (Continuing students)	CU/FBST/02	FBST	5 years	
3	Class list	CU/FBST/03	FBST	5 years	
4	Nominal Roll	CU/FBST/04	FBST	5 years	
5	Course Registration form	CU/FBST/05	FBST	5 years	
6	Examination Attendance Sheet	CU/FBST/06	FBST	5 years	
7	Individual Mark sheet	CU/FBST/07	FBST	5 years	
8	Consolidated Mark sheet	CU/FBST/08	FBST	5 years	
9	Provisional Transcript	CU/FBST/09	FBST	5 years	
QAPC					
1	Evaluation of Teaching Effectiveness Request Forms	CU/QAPC/5	QAPC	3 years	
2	Evaluation of Teaching Effectiveness Forms	CU/QAPC/6	QAPC	3 years	
3	Feedback on Teaching Effectiveness Forms	CU/QAPC/7	QAPC	3 years	
4	Format for External Examiner Reports	CU/QAPC/8	QAPC	3 years	
EXAMINATIONS AND TIMETABLING					
1	Examination Attendance Sheet	CU/EXTT/FORM/01	EXTT	5 years	
2	Examination Incident Form	CU/EXTT/FORM/02	EXTT	5 years	
3	Examination Processing Form	CU/EXTT/FORM/03	EXTT	5 years	
4	Examination Data Form	CU/EXTT/FORM/04	EXTT	5 years	
5	Examination administration Sheet	CU/EXTT/FORM/05	EXTT	5 years	
6	Examination Timetable	CU/EXTT/FORM/06	EXTT	5 years	
7	Teaching Timetable	CU/EXTT/FORM/07	EXTT	5 years	
8	Notices & Circulars	CU/EXTT/ADM/08	EXTT	5 years	
19	Teaching/Consultation Timetables	CU/EXTT/ACA/019	EXTT	5 years	
20	Examination Timetables	CU/EXTT/ACA/020	EXTT	5 years	
21	University Catalogue	CU/EXTT/ACA/021	EXTT	5 years	
23	Academic Trips	CU/EXTT/ACA/023	EXTT	5 years	
24	Course Allocations/Outlines	CU/EXTT/ACA/024	EXTT	5 years	
1	Examinations (General)	CU/EXTT/EXAM/01	EXTT	10 years	
2	Internal Examiners	CU/EXTT/EXAM/02	EXTT	10 years	
3	External Examiners	CU/EXTT/EXAM/03	EXTT	10 years	
4	Proof-Reading - (Form 01)	CU/EXTT/EXAM/04	EXTT	10 years	
5	Attendance List - (Form 02)	CU/EXTT/EXAM/05	EXTT	10 years	

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6	Exam Incidents – (Form 03)	CU/EXTT/EXAM/06	EXTT	10 years	
7	Exam Processing–(Form 04)	CU/EXTT/EXAM/07	EXTT	10 years	

GRADUATE SCHOOL


1	PGDE Admission Letters		Graduate School	10 years	
2	Masters Admission Letters		Graduate School	10 years	
3	Admission Letters for Transferred-in Students		Graduate School	10 years	
4	Students' Registration Forms		Graduate School	10 years	
5	Ph.D. Provisional Admission Letters		Graduate School	10 years	
6	Ph.D. Full Admission Letters		Graduate School	10 years	
7	Regret Letters to unqualified Students		Graduate School	10 years	
8	Certificates of Proposal Corrections		Graduate School	10 years	
9	Proposal Forwarding Forms		Graduate School	10 years	
10	Letters of Proposal Registration		Graduate School	10 years	
11	Progress Record Form		Graduate School	10 years	
12	Monthly Consultation Form		Graduate School	10 years	
13	Letters of Submission of Theses for Examination		Graduate School	10 years	
14	Thesis/Project Evaluation Forms		Graduate School	10 years	
15	Letters Acknowledging Submission of Theses		Graduate School	10 years	
16	Oral Examination Forms		Graduate School	10 years	
17	Examiners Voting Cards		Graduate School	10 years	
18	Certificates of Theses Correction		Graduate School	10 years	

UNDERGRADUATE SCHOOL

1	Internal Letters		Undergraduate School	5 years	
2	Minutes of Board Meetings		Undergraduate School	5 years	
3	Students on Attachment		Undergraduate School	5 years	
4	Student Attachment Reports		Undergraduate School	5 years	
5	Scholarship Award Letters		Undergraduate School	2 yrs post-graduation	

STUDENT WELFARE DEPARTMENT

40	Student Discipline	CU/STWD/40	Student Welfare	10 years	
51	Students Requests	CU/STWD/51	Student Welfare	10 years	
52	Orientation	CU/STWD/52	Student Welfare	10 years	
53	Chaplaincy	CU/STWD/53	Student Welfare	10 years	
54	Guidance & Counselling	CU/STWD/54	Student Welfare	7 yrs post-graduation	
55	Work Study	CU/STWD/55	Student Welfare	10 years	
56	Student Leadership Training	CU/STWD/56	Student Welfare	10 years	
57	Recommendations	CU/STWD/57	Student Welfare	1 yr post-graduation	
58	Deferment	CU/STWD/58	Student Welfare	10 years	
59	Sports & Games	CU/STWD/59	Student Welfare	10 years	
60	Suspension	CU/STWD/60	Student Welfare	10 years	
61	Discontinuation	CU/STWD/61	Student Welfare	10 years	
62	Discipline Cases	CU/STWD/62	Student Welfare	10 years	
63	Peer Counsel	CU/STWD/63	Student Welfare	10 years	
64	CUSA	CU/STWD/64	Student Welfare	Permanent	
65	Peace Club	CU/STWD/65	Student Welfare	Permanent	

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66	Karate Club	CU/STWD/66	Student Welfare	Permanent	
67	CU	CU/STWD/67	Student Welfare	Permanent	
68	YCS	CU/STWD/68	Student Welfare	Permanent	
69	InStep	CU/STWD/69	Student Welfare	Permanent	
70	Rovers Club	CU/STWD/70	Student Welfare	Permanent	
71	CUASA	CU/STWD/71	Student Welfare	Permanent	
72	Muslim Association	CU/STWD/72	Student Welfare	Permanent	
73	EACUC	CU/STWD/73	Student Welfare	Permanent	
74	Journalism	CU/STWD/74	Student Welfare	Permanent	
75	Chakichu	CU/STWD/75	Student Welfare	Permanent	
76	Ecostat	CU/STWD/76	Student Welfare	Permanent	
77	SDA	CU/STWD/77	Student Welfare	Permanent	
78	Techno Science	CU/STWD/78	Student Welfare	Permanent	
79	Aerobics	CU/STWD/79	Student Welfare	Permanent	
80	AISEC	CU/STWD/80	Student Welfare	Permanent	
81	Guild Club	CU/STWD/81	Student Welfare	Permanent	
82	Wildlife	CU/STWD/82	Student Welfare	Permanent	
83	Integrity	CU/STWD/83	Student Welfare	Permanent	
84	Cultural Week	CU/STWD/84	Student Welfare	Permanent	
85	Interuniversity	CU/STWD/85	Student Welfare	Permanent	
91	HELB	CU/STWD/91	Student Welfare	Permanent	

DEPARTMENT OF BUSINESS ADMINISTRATION

1.	Recommendation letters (general)	CU/DBAD/024			
2.	Research publications	CU/DBAD/025			
3.	Curriculum vitae	CU/DBAD/00			


DEPARTMENT OF EDUCATION

22.	Departmental Defences	CU/DEDU/022	Education	5 years	
23.	Examinations (Department)	CU/DEDU/023	Education	5 years	
25.	Postgraduate Students	CU/DEDU/025	Education	5 years	
26.	Undergraduate Students	CU/DEDU/026	Education	5 years	
1.	Student Posting	CU/EDU/027			
2.	Practicum	CU/EDU/028			
3.	Recommendation Letters (General)	CU/EDU/029			
4.	Research Publications	CU/EDU/030			

DEPARTMENT OF ENVIRONMENTAL STUDIES AND RESOURCES DEVELOPMENT

1	Course registration form	CU/ESRD/1	ESRD	5 years	
2	Course allocation	CU/ESRD/2	ESRD	5 years	
3	Course outlines	CU/ESRD/3	ESRD	5 years	
4	Draft exam submission form	CU/ESRD/4	ESRD	5 years	
5	Marked scripts submission form	CU/ESRD/5	ESRD	5 years	
9	Stationery issuance record	CU/ESRD/9	ESRD	5 years	
10	Complaints record book	CU/ESRD/1	ESRD	5 years	
11	Leave schedule	CU/ESRD/11	ESRD	5 years	
12	Work Instruction for Wildlife Labs	CU/ESRD/12	ESRD	5 years	
13	Work Instruction for Tourism Labs	CU/ESRD/13	ESRD	5 years	
14	Work Instruction for Hospitality Labs	CU/ESRD/14	ESRD	5 years	
15	Lecturer's external/extra-teaching attendance	CU/ESRD/15	ESRD	5 years	
16	Application for SSP/SB programme internal teaching	CU/ESRD/16	ESRD	5 years	
17	Application for transport & subsistence for external part-time lecturers	CU/ESRD/17	ESRD	5 years	
18	Claim form for SSP/SB programme	CU/ESRD/18	ESRD	5 years	

DEPARTMENT OF AGRICULTURAL SCIENCES

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1.	Course registration	CU/AGRI/COUR/REG E/01	Agricultural Sciences	5 years	
2.	Course allocation	CU/AGRI/COUR/ALLO /2	Agricultural Sciences	5 years	
3.	Course outlines	CU/AGRI/COUR/OUT L/3	Agricultural Sciences	5 years	
4.	Draft examination surrender	CU/AGRI/EXAM/DRA F/SURR/4	Agricultural Sciences	5 years	
5.	Departmental exam timetable	CU/AGRI/EXAM/TIME/ 5	Agricultural Sciences	5 years	
6.	Marked scripts submission	CU/AGRI/EXAM/MAR K/SURR/6	Agricultural Sciences	5 years	
7.	Appointment letters for external lecturers	CU/AGRI/APPT/EXTE /LECT/7	Agricultural Sciences	5 years	
8.	Appointment letters for internal lecturers	CU/AGRI/APPT/INTE/ LECT/8	Agricultural Sciences	5 years	
9.	Invitation to Meetings	CU/AGRI/MEET/INVI/ 9	Agricultural Sciences	5 years	
10.	Departmental minutes	CU/AGRI/MEET/MINU /DEPT/1	Agricultural Sciences	5 years	
11.	Minutes of other Meetings	CU/AGRI/MEET/MINU /OTHE/11	Agricultural Sciences	5 years	
12.	Student Attendance Sheets	CU/AGRI/STUS/ATTE/ 12	Agricultural Sciences	5 years	
13.	Student Evaluation of Lecturers	CU/AGRI/STUS/EVAL /13	Agricultural Sciences	5 years	
14.	Stationery issuance record	CU/AGRI/STAT/GENE /14	Agricultural Sciences	5 years	
15.	Complaints record book	CU/AGRI/COMP/GEN E/15	Agricultural Sciences	5 years	
16.	Leave schedule	CU/AGRI/STAF/LEAV/ GENE/16	Agricultural Sciences	5 years	
17.	Staff Matters	CU/AGRI/STAF/GENE /17	Agricultural Sciences	5 years	

DEPARTMENT OF BASIC SCIENCES

1.	Course allocation record	CU/DBSC/1	Basic Sciences	5 years	
2.	Class attendance sheet	CU/DBSC/2	Basic Sciences	5 years	
3.	CAT attendance sheet	CU/DBSC/3	Basic Sciences	5 years	
4.	CAT mark sheet	CU/DBSC/4	Basic Sciences	5 years	
5.	Draft Exam submission record	CU/DBSC/5	Basic Sciences	5 years	
6.	Marked script submission sheet	CU/DBSC/6	Basic Sciences	5 years	
7.	Leave schedule form	CU/DBSC/7	Basic Sciences	5 years	
8.	Students' complaints form	CU/DBSC/8	Basic Sciences	5 years	
9.	Lecturers' complaints form	CU/DBSC/9	Basic Sciences	5 years	
10.	Dept. meeting attendance record	CU/DBSC/10	Basic Sciences	5 years	
11.	Dept. internal memos record	CU/DBSC/11	Basic Sciences	5 years	
12.	Dept. minutes	CU/DBSC/12	Basic Sciences	5 years	
13.	Course outlines records.	CU/DBSC/13	Basic Sciences	5 years	
14.	Student attendance sheet	CU/DBSC/14	Basic Sciences	5 years	
15.	Stationery issuance record	CU/DBSC/15	Basic Sciences	5 years	

LIBRARY DEPARTMENT

1	Student Library Record Card	CU/LIBD/F-A	Library	2 yrs post-graduation	
2	Staff Library Record Card	CU/LIBD/F-B	Library	2 years post-term	
3	Counter Duty Statistical Analysis	CU/LIBD/F-C	Library	2 years	
4	Resource Centre Data Form	CU/LIBD/F-D	Library	2 years	
5	Overdue Book(s) Reminder	CU/LIBD/F-E	Library	2 years	



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6	Newspaper Distribution Form	CU/LIBD/F-F	Library	1 year	
7	Book Reservation Form	CU/LIBD/F-G	Library	1 year	
8	Book Order Records		Library	5 years	
9	Fine Records		Library	Permanent	
10	Theses & Project Reports		Library	Permanent	
11	Circulation Records		Library	30 days post-return	
FINANCE DEPARTMENT					
1	Payment Voucher	CU/FIND/PAY/01	Finance	5 years	
2	Receipt	CU/FIND/INC/01	Finance	5 years	
3	Annual Report & Financial Statements	CU/FIND/ACA/01	Finance	5 years	
4	Imprest Warrant	CU/FIND/IPS/01	Finance	5 years	
5	Imprest surrender Form	CU/FIND/IPS/02	Finance	5 years	
6	Contractors Interim Payment Certificates	CU/FIND/PRIN/1	Principal	5 years	
7	Local Purchase Order	CU/FIND/PROD/1	Procurement	5 years	
8	Goods Received Note	CU/FIND/PROD/2	Procurement	5 years	
9	Teaching Claim Form	CU/FIND/RACA/1	Registrar (AA)	5 years	
10	Claim for PT Teaching Facilitation	CU/FIND/RACA/2	Registrar (AA)	5 years	
11	Appointments for PT Lecturers	CU/FIND/RADP/1	Registrar (AP)	5 years	
12	Pay Change Advice	CU/FIND/RADP/2	Registrar (AP)	5 years	
13	Fees Schedule		Finance	5 years	
14	Income Tax Returns		Finance	5 years	
15	Pension return Records		Finance	5 years	
16	Pay Roll Register		Finance	5 years	
PROCUREMENT DEPARTMENT					
1	Local Purchase Order	CU/PROD/B/LPO/1	Procurement buying Section	30 days post-issue	
2	Goods Received Note	CU/PROD/S/GRN/2	Procurement - Stores	3 years	
3	Stores Requisition Note	CU/PROD/S/SRN/3	User Departments	3 years	
4	Goods Return Note	CU/PROD/S/GREN/4	Procurement - Stores	3 years	
5	Inspection Reports	CU/PROD/S/INSP/5	Procurement - Stores	3 years	
6	Goods and Services Requisition Form	CU/PROD/B/GSRF/6	User Departments	3 years	
7	Bin Cards	CU/PROD/S/BC/7	Procurement - Stores	3 years	
8	Issue Notes	CU/PROD/S/ISN/8	Procurement - Stores	3 years	
9	Procurement Committee Minutes	CU/PROD/B/MIN/PC/9	Procurement - Buying	5 years	
10	Tender Committee Minutes	CU/PROD/B/MIN/TC/10	Procurement - Buying	5 years	
11	Disposal Committee Minutes	CU/PROD/B/MIN/DC/11	Procurement - Buying	3 years	
12	Tender Opening Minutes	CU/PROD/B/MIN/TO/12	Procurement - Buying	5 years	
13	Bids Records		Procurement - Buying	5 years for accepted, 1 year for rejected	
INTERNAL AUDIT DEPARTMENT					
1	Audit Report	CU/IAUD/REPT/1	Internal Audit	Permanent	
2	Audit Investigation Report	CU/IAUD/INVO/1	Internal Audit	6 years post-closure	
ESTATES DEPARTMENT					
1	Master roll	CU/ESTD/01	Estates	5 years	
2	Complains Register	CU/ESTD/02	Estates	5 years	
3	Duty Register	CU/ESTD/03	Estates	5 years	
4	Daily Works Repair Reports	CU/ESTD/04	Estates	5 years	
CATERING DEPARTMENT					
1	Daily sales register	CU/CATD/1	Catering	3 years	
2	Daily sales receipt file	CU/CATD/2	Catering	3 years	
3	Consumer goods ledger records	CU/CATD/3	Catering	3 years	
4	Daily issues requisition form	CU/CATD/4	Catering	3 years	
5	Monthly stock taking sheet	CU/CATD/5	Catering	3 years	



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CONTROL OF RECORDS

6	Permanent ledger records	CU/CATD/6	Catering	3 years	
7	Daily supplies sheet	CU/CATD/7	Catering	3 years	
8	Staff attendance register	CU/CATD/8	Catering	3 years	
9	Departmental minutes	CU/CATD/9	Catering	3 years	
MEDICAL DEPARTMENT					
1	Receipt books	CU/MEDD/1	Medical	6 years	
2	Revenue books	CU/MEDD/2	Medical	6 years	
3	Drugs records	CU/MEDD/3	Medical	6 years	
4	Bin cards	CU/MEDD/4	Medical	6 years	
5	Petty cash book	CU/MEDD/5	Medical	6 years	
6	Patient files	CU/MEDD/6	Medical	Permanent	
7	Referral Letters	CU/MEDD/7	Medical	6 years	
8	Sick Off Sheets	CU/MEDD/8	Medical	6 years	
9	Lab Request Form	CU/MEDD/9	Medical	6 years	
10	JAB Students Refund	CU/MEDD/10	Medical	6 years	
11	Daily Transactions Records		Medical	6 years	
12	Student Medical Records		Medical	6 yrs post-graduation	
SECURITY AND TRANSPORT DEPARTMENTS					
1	Transport-Daily Work Ticket		Transport	5 years	
2	Gate Pass		Security	5 years	
3	Delivery Note to Store		Transport	5 years	
4	Service Sheet		Transport	5 years	
5	Clocking Register		Transport & Security	5 years	
6	Occurrence Book	OB/CU/2012	Security	5 years	
7	Fire Protection Systems		Security	5 years	
8	Key Issuance Records		Security	3 years post-return	
9	Crime Reports		Security	6 yrs post-make	
10	Vehicle Record		Transport	3 yrs post-disposal	
11	Incident & Accident Report		Transport	6 yrs post-make	
ACCOMMODATION DEPARTMENT					
1	Room Booking		Accommodation	End of Academic Yr	
2	Student Accommodation Agreement Form		Accommodation	2 yrs post-agreement	