

**EFFECTS OF POOR RECORDS MANAGEMENT ON TENDERING PROCESS IN
COUNTY GOVERNMENTS,**

A CASE OF NAIROBI COUNTY

HASSAN SHARIFF GOLICHA

**A RESEARCH PROJECT SUBMITTED IN PARTIAL FULFILMENT FOR THE
REQUIREMENT OF THE AWARD OF BACHELOR IN BUSINESS MANAGEMENT
(PURCHASING AND SUPPLIES OPTION) MOUNT KENYA UNIVERSITY**

ABSTRACT

The purpose of this study was establishing the effects of poor record management on the tendering process in Nairobi County. The study adopted a descriptive research design while targeting the officers in charge of procurement and registry in the institution who are according to human resource department at the county government (2014) 133 officers. The study applied stratified sampling design in coming up with a sample size of 40 respondents. Data was collected using questionnaires and analysis done using descriptive analysis with the results emerging from this study presented inform of tables. The study found that record management infrastructure that there is a system is in place for record management, there is a policy on records management; records are kept for at least six years after contracts are entered or terminated and the records are easily traced on the current record management system; record storage facilities that Physical storage facilities are available; there is a policy in place for softcopy document storage; storage facilities are environmentally sound to avoid spoilage of files and Storage facilities; registry staffing that there are adequate staffs in this department storage; Staffs are well trained on document management practices. However on Staffs are aware of the institutional document management policy storage and there is an induction program for new staffs' results were that they were moderate and record management risk that administration supports records management; there is a record management committee; there is a control system to mitigate cases of loss of records; legal mechanisms are in place to punish and or fine any individual (s) caught with record management malpractices and data retrieval systems are in place to avoid loss of soft copy records. The study concluded that The study concluded that record management infrastructure, record storage facilities, registry staffing and record management risks affects the tendering process in Nairobi county. The study recommended that The study recommends for the design of an appropriate record management infrastructure that will help in proper record management; there be well secured storage facilities for safety of documents as this will enhance a good process of tendering; there be proper induction programme and training of staff on tendering process that will enhance proper tendering process and for a legal framework to be in place and a control mechanism that ensures that the tendering process is free from risks of manipulations.