



National Bank Building
Telephone No. +254 (020)3244000, 3598791/4
Fax: +254 (020) 2119420, 2119410
When replying please quote:

P.O. Box 58535-00200
NAIROBI
KENYA

PPOA CIRCULAR NO. 1/2009

22nd April, 2009

To: All Accounting Officers
All CEO's, State Corporations
All Vice Chancellors, Public Universities
All Managers, Co-operative Societies
All Clerks, Local Authorities
All Principals, Public Colleges/Schools
All Chairpersons, CDF Committee's

RE: MANAGEMENT OF PROCUREMENT RECORDS

Following the gazettelement and subsequent operationalization of the Public Procurement and Disposal Act, 2005 on the 1st of January 2007, reforms aimed at streamlining public procurement have been on going. Among others is the management of procurement records.

Procurement records constitute an important component in both the procurement and audit process. Whereas Regulation 7 (e) of the Public Procurement and Disposal Regulations 2006 assigns responsibility for ensuring that a procuring entity properly documents procurement proceedings and managing records on accounting officers, records management has not received adequate attention. This has resulted in fragmented procurement files, misplacement and loss of procurement files and inability to access crucial information when required.

To ensure effective records management, the Act envisioned the need for proper records management. Among the provisions related to this, Sec. 45 (6) requires procuring entities to maintain a proper filing system with clear links between procurement and expenditure files. Further, Regulation 34 (3) directs procuring entities to maintain a complete file for each procurement requirement.

This circular is therefore to bring to the attention of procuring entities the requirement to maintain proper records by assigning responsibility for filing, control, care and maintenance of procurement documents and records to an officer in the procurement unit. The officer, who must be appointed in writing, would be assigned the following responsibilities:

- a) Maintaining an individual and comprehensive file for each procurement action pursuant to Regulation 34 (3).
- b) Ensuring that all procurement files are marked with the relevant procurement numbers and that they are captured under the relevant class in the procuring entities official file scheme.
- c) Organizing procurement files in a logical serial sequence according to the procurement number, date, order and file reference number.
- d) Ensuring that procurement records are secure and easily accessible.
- e) Undertaking regular reviews of closed files to determine those warranting further retention and those that can be disposed off upon completion of the required period.
- f) Separating closed procurement documents from the current ones regularly.
- g) Organizing and maintaining closed procurement documents in a logical arrangement securely to facilitate speedy access pursuant to Regulation 8 (3) (n).

- h) Organizing the storage, maintenance and control of procurement records.
- i) Producing, delivering and tracking of files and documents requested promptly.
- j) Liaising with the records management unit in the procuring entity for improved management of procurement records.

The head of the procurement unit is responsible for proper storage and maintenance of procurement records and documents and should therefore provide leadership in procurement records management. However, authority to destroy records that are not needed must be obtained pursuant to the Public Archives and Documentation Service Act, Cap 19.

The PPOA, with the facilitation of USAID, has prepared a comprehensive Procurement Records Manual that may be found on www.ppoa.go.ke containing guidance on good record keeping practices.

Please take the necessary action and also ensure that the provisions of the manual are brought to the attention of all those involved in the procurement process/supply chain management process.

M. J. O. JUMA
Ag. INTERIM DIRECTOR GENERAL

CC The Permanent Secretary
Ministry of Finance
P.O. Box 30007-00100
NAIROBI

The Head of Public Service/ Secretary to the Cabinet
Harambee House, Harambee Avenue
P.O. Box 30510 -00100
NAIROBI

The Attorney General
Attorney General's Chambers
P.O. Box 40112
NAIROBI

The Controller and Auditor-General
Kenya National Audit Office
Anniversary Towers, University Way
P.O. Box 30084-00100
NAIROBI