

**WATERFUND
RECORDS MANAGEMENT**

**WaterFund Records
Retention and
Disposal Schedule**

July 2025

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1 INTRODUCTION

A Records Retention and Disposal Schedule is a tool designed to assist in the systematic disposal of records. In every organisation, records are created, maintained, and utilised to conduct current business. However, once these records are no longer useful, they should not be kept indefinitely. The disposal of records is thus necessary to remove inactive documents that no longer serve the ongoing needs of the business.

A retention and disposal schedule outlines the duration for which records should be retained within an organisation. These schedules enable organisations to dispose of records in an orderly and timely manner, based on factors such as administrative, legal, fiscal, or research needs.

This schedule outlines all types of records created, used, and maintained by the Water Sector Trust Fund (WaterFund, WSTF, the Fund), with predetermined retention periods and disposal actions.

1.1 Purpose and Scope

This schedule establishes the procedures for the disposal of records created and retained by the WaterFund. A "record" is defined as any information, in any format or medium, that documents an action, event, policy, or decision, or any occurrences leading to or following such actions, events, policies, or decisions. It also includes details about who was involved, the context, and the date.

The schedule applies to all information that meets this definition and is retained by the WaterFund.

The schedule describes:

- The types and categories of records held by the WaterFund.
- The closure of paper files.
- The retention period for files following their closure (the "Retention Period").
- The review process after the retention period has ended, and the final disposal actions.

The main purpose of this schedule is to ensure that records are kept only for as long as required by law or for the duration necessary to fulfil business purposes.

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When they are no longer needed, the records should be disposed of in a documented, timely, and appropriate manner.

1.2 Legal and Regulatory Framework

The schedule has been developed following the existing legislative and regulatory frameworks governing public records disposal, including but not limited to:

a. *Public Finance Management Act of 2012, Section 119*

This section provides guidance on the management and disposal of accounting documents.

b. *Directorate of Personnel Management (DPM) Circular on Personnel Records, Ref. No. DPM.12/6AVol. 1 (71) of 12th March 2008*

This circular sets guidelines for the retention periods of various categories of personnel records in the public service.

c. *Public Archives and Documentation Service Act, 1965 (Revised 2016)*

Section 4 of this Act grants the Director the authority to transfer public records deemed suitable for storage in the national archives.

d. *Public Procurement and Asset Disposal Act and Regulations, 2015*

This Act mandates that procurement entities retain records related to each procurement for at least six years.

Retention periods and disposal actions are also determined by the content and value of the records, including whether they possess administrative, legal, evidential, historical, or financial significance.

1.3 Definition of Terms

- **Retention Period:** The length of time a record is kept from the date of its closure.
- **Disposal Action:** The action taken on records once the retention period expires, such as retaining, destroying, or preserving them.

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- **Preserve:** Records identified for preservation will be transferred to the Kenya National Archives and Documentation Service (KNADS).
- **Retain:** Records identified for retention will be stored in the designated Closed Records Room at the WSTF.
- **Destroy:** Records identified for destruction will be disposed of following established procedures.
- **Review to Destroy:** Records subject to this review will be checked to ensure no outstanding transactions remain. If there are none, the records can be destroyed.
- **Review to Retain:** These records will be reviewed to determine if they need to be kept for a longer period.

2 RECORDS RETENTION AND DISPOSAL SCHEDULE

2.1 Retention Period

This schedule outlines the minimum retention periods and disposal actions for all record categories, starting from the date a file is closed. These retention periods are based on established best practices and the experience of the WaterFund's Directorates in meeting business needs and accountability requirements. When applicable, statutory retention requirements are noted within the schedule.

The retention period begins when a file is closed. A file is considered "closed" when no further correspondence is expected to be added, though it may still be referenced. The closure date is a critical starting point for the retention period, after which disposal actions will be determined.

Files are generally closed at the earliest opportunity, particularly when:

- The subject matter is complete, and no further correspondence is anticipated
- No new content has been added for three years
- In the case of paper records, the file reaches a thickness of 2.5 cm or contains 250 pages (whichever comes first)

2.2 Records Retention and Disposal Schedule per Function

WaterFund's records retention and disposal schedule per function is as presented in the following sections.

2.2.1 CEO's Office

Table 1: Records Retention and Disposal Schedule for the CEO's Office

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	CEO Correspondence	WSTF/CEO/1	Manual/ Electronic	7 Years	Review/ Destroy
2.	Honours and Awards	WSTF/CEO/2	Manual	7 Year	Review/ Preserve
3.	CEO Confidential	WSTF/CEO/CONF/1	Manual	7 Years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
4.	Executive Meetings Minutes and Resolutions	WSTF/EXEC/YYYY/MM/(1-x)	Manual/ Electronic	7 Years	Review/ Destroy

2.2.2 Fund Development

Table 2: Records Retention and Disposal Schedule for Fund Development

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Private Sector Collaboration	WSTF/FD/1	Manual/ Electronic	7 years	Review/ Destroy
2.	External Partnership Forums	WSTF/FD/2	Manual/ Electronic	7 years	Review/ Destroy
3.	Internal Networking Forums	WSTF/FD/3	Manual/ Electronic	7 years	Review/ Destroy
4.	National Government directives/guidelines	WSTF/FD/4	Manual/ Electronic	7 years	Review/ Retain
5.	Programme and Institutional Minutes	WSTF/FD/5	Manual/ Electronic	7 years	Review/ Destroy
6.	Rural Steering Committee	WSTF/FD/5/1	Manual/ Electronic	7 years	Review/ Retain
7.	Urban Steering Committee	WSTF/FD/5/2	Manual/ Electronic	7 years	Review/ Retain
8.	Resource Mobilisation Committee	WSTF/FD/5/3	Manual/ Electronic	7 years	Review/ Destroy
9.	Departmental Minutes	WSTF/FD/5/4	Manual/ Electronic	7 years	Review/ Destroy
10.	Financial Agreements & MOUs	WSTF/FD/6	Manual/ Electronic	10 years	Review/ Retain
11.	Research Consultancies and Studies	WSTF/FD/7	Manual/ Electronic	7 years	Review/ Retain
12.	Development Partners Profile Database	WSTF/FD/8	Manual/ Electronic	7 years	Review/ Destroy
13.	Proposals and Partners Engagement	WSTF/FD/9	Manual/ Electronic	10 years	Review/ Retain
14.	World Bank	WSTF/FD/9/1	Manual/ Electronic	10 years	Review/ Retain
15.	GoK (Government of the Republic of Kenya)	WSTF/FD/9/2	Manual/ Electronic	10 years	Review/ Retain
16.	BMGF (Bill and Melinda Gates Foundation)	WSTF/FD/9/3	Manual/ Electronic	10 years	Review/ Retain

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
17.	EU (European Union)	WSTF/FD/9/4	Manual/ Electronic	10 years	Review/ Retain
18.	Denmark	WSTF/FD/9/5	Manual/ Electronic	10 years	Review/ Retain
19.	Finland	WSTF/FD/9/6	Manual/ Electronic	10 years	Review/ Retain
20.	Sweden	WSTF/FD/9/7	Manual/ Electronic	10 years	Review/ Retain
21.	Germany	WSTF/FD/9/8	Manual/ Electronic	10 years	Review/ Retain
22.	AfDB	WSTF/FD/9/9	Manual/ Electronic	10 years	Review/ Retain
23.	IFAD	WSTF/FD/9/10	Manual/ Electronic	10 years	Review/ Retain
24.	USAID	WSTF/FD/9/11	Manual/ Electronic	10 years	Review/ Retain
25.	UNICEF	WSTF/FD/9/12	Manual/ Electronic	10 years	Review/ Retain
26.	Netherlands	WSTF/FD/9/13	Manual/ Electronic	10 years	Review/ Retain
27.	Saudi Arabia	WSTF/FD/9/14	Manual/ Electronic	10 years	Review/ Retain
28.	Other Partners	WSTF/FD/9/15	Manual/ Electronic	10 years	Review/ Retain

2.2.3 Finance

Table 3: Records Retention and Disposal Schedule for Finance

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Payroll Processing/Statutory Obligations	WSTF/FIN/1	Manual/ Electronic	7 years	Review/ Retain
2.	Budget Implementation & Financial Planning	WSTF/FIN/2	Manual/ Electronic	7 years	Review/ Retain
3.	Financial reports	WSTF/FIN/3	Manual/ Electronic	7 years	Review/ Retain
4.	Bank Reconciliations	WSTF/FIN/4	Manual	7 years	Review/ Retain
5.	Project Disbursements	WSTF/FIN/5	Manual	10 years	Review/ Retain
6.	Project Financial reports	WSTF/FIN/6	Manual/ Electronic	10 years	Review/ Retain

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
7.	Assets/Rent/Insurance	WSTF/FIN/7	Manual/ Electronic	7 years	Review/ Retain
8.	Payments Vouchers	WSTF/FIN/8	Manual	10 years	Review/ Destroy
9.	Staff Surrenders	WSTF/FIN/9	Manual	7 years	Review/ Destroy
10.	KRA Payments	WSTF/FIN/10	Manual	7 years	Review/ Retain
11.	Bank Accounts (Correspondences)	WSTF/FIN/11	Manual/ Electronic	7 years	Review/ Retain
12.	Revenue & Treasury Mgt (Correspondences & circulars)	WSTF/FIN/12	Manual	Until superseded	Review/ Destroy
13.	Donor Correspondences	WSTF/FIN/13	Manual/ Electronic	7 years	Review/ Retain
14.	Government Circulars	WSTF/FIN/14	Manual/ Electronic	Until superseded	Review/ Destroy

2.2.4 Legal Services

Table 4: Records Retention and Disposal Schedule for Legal Services

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	State Circulars	WSTF/LEG/1	Manual	Until Superseded	Review/ Destroy
2.	Legal Opinions	WSTF/LEG/2	Manual	10 years	Review/ Preserve
3.	Funding Criteria	WSTF/LEG/3	Electronic	10 years	Retain
4.	Policies	WSTF/LEG/4	Manual/ Electronic	10 years	Review/ Preserve
5.	Contracts	WSTF/LEG/5	Manual/ Electronic	6 years	Review/ Preserve
6.	Service Level Agreements	WSTF/LEG/6	Manual/ Electronic	6 years	Review/ Preserve
7.	Leases	WSTF/LEG/7	Manual/ Electronic	6 years	Review/ Destroy

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2.2.5 Board Secretariat

Table 5: Records Retention and Disposal Schedule for Board Secretariat

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Trustee Correspondence	WSTF/BOARD/1	Manual	7 Years	Review/Destroy
2.	Board Committee Files	WSTF/BOARD/2/(1-3)	Manual	10 Years	Review/Preserve
3.	Board Charters	WSTF/BOARD/3/(1-4)	Manual/ Electronic	5 Years	Review/Preserve
4.	Board Attendance Registers	WSTF/BOARD/4/(1-4)	Manual	5 Years	Review/Destroy
5.	Conflict of Interest	WSTF/BOARD/5	Manual	5 Years	Review/Destroy

2.2.6 Board Secretariat (Confidential)

Table 6: Confidential Records Retention and Disposal Schedule for Board Secretariat

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Board Resolutions	WSTF/BOARD/CONF/1	Manual	10 years	Review/Preserve
2.	Board Minutes	WSTF/BOARD/CONF/2	Manual/ Electronic	10 years	Review/Preserve
3.	Trustee Personal Files	WSTF/BOARD/CONF/3 (1-11)	Electronic	5 Years	Review/Destroy
4.	Litigation Files	WSTF/BOARD/CONF/4 (RST, KCDN...)	Manual	12 years	Review/Destroy
5.	Signed Board Record	WSTF/BOARD/CONF/5	Manual	10 years	Review/Preserve
6.	Legal Audit	WSTF/BOARD/CONF/6	Manual/ Electronic	5 years	Review/Destroy
7.	Corporate Seal	WSTF/BOARD/CONF/7	Manual	10 years	Review/Preserve

2.2.7 Internal Audit & Risk Assurance

Table 7: Records Retention and Disposal Schedule for Internal Audit & Risk Assurance

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Audit matters	WSTF/IAR/1	Electronic	7 Years	Review/Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
2.	External Audits	WSTF/IAR/1/1	Manual/ Electronic	7 years	Review/ Preserve
3.	Audit Queries	WSTF/IAR/1/2	Manual	7 Years	Review/ Destroy
4.	Policies & strategies	WSTF/IAR/1/3	Manual/ Electronic	5 Years	Destroy
5.	Risk & Compliance	WSTF/IAR/2	Manual/ Electronic	7 Years	Review/ Preserve
6.	Risk Management Framework	WSTF/IAR/2/1	Manual/ Electronic	5 Years	Destroy
7.	Compliance policies	WSTF/IAR/2/2	Manual/ Electronic	5 Years	Review/ Destroy
8.	Forensic audit	WSTF/IAR/2/3	Manual	7 Years	Review/ Preserve
9.	Integrity & Ethics	WSTF/IAR/2/4	Manual	7 Years	Review/ Preserve
10.	IARA Committee	WSTF/IAR/3	Manual	7 Years	Review/ Destroy
11.	Governance audits	WSTF/IAR/3/1	Manual/ Electronic	7 Years	Review/ Preserve
12.	Audit & Risk Committee Board	WSTF/IAR/3/2	Manual	7 Years	Review/ Preserve
13.	Audit notifications	WSTF/IAR/4	Electronic	7 Years	Review/ Preserve
14.	Service delivery charter	WSTF/IAR/4/1	Manual/ Electronic	5 Years	Review/ Destroy
15.	Policy awareness	WSTF/IAR/4/2	Manual/ Electronic	5 Years	Review/ Preserve

2.2.8 Planning and Quality Management

Table 8: Records Retention and Disposal Schedule for Planning and Quality Management

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Planning and Quality Management Matters	WSTF/PQM/1	Manual/ Electronic	7 Years	Review/ Destroy
2.	Strategic Plans	WSTF/PQM/2	Manual/ Electronic	5 Years	Preserve/ Retain
3.	Performance Contract	WSTF/PQM/3	Manual/ Electronic	7 Years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
4.	Project Monitoring	WSTF/PQM/4	Manual/ Electronic	5 Years	Retain
5.	Programmes Evaluation	WSTF/PQM/5	Manual/Electronic	7 Years	Preserve/ Retain
6.	ISO Certification	WSTF/PQM/6	Manual/ Electronic	7 Years	Retain
7.	Framework Consultants Management	WSTF/PQM/7	Manual/Electronic	7 Years	Review/ Destroy
8.	Risk Management	WSTF/PQM/8	Manual /Electronic	7 Years	Retain
9.	Research, Innovation and Knowledge Management	WSTF/PQM/9	Manual/ Electronic	7 Years	Preserve/ Retain
10.	Science Technology and Innovation	WSTF/PQM/10	Manual/ Electronic	7 Years	Retain
11.	Project Concept Notes	WSTF/PQM/11	Manual/ Electronic	7 Years	Preserve/ Retain

2.2.9 Programmes

Table 9: Records Retention and Disposal Schedule for Programmes

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Programme Dept Minutes	WSTF/P/1	Manual/ Electronic	7 years	Review/ Destroy

2.2.10 Water and Sanitation Services

Table 10: Records Retention and Disposal Schedule for Water and Sanitation Services

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Project proposal and designs	WSTF/P/WSS/1 (SWASAP)	Electronic/ Manual	10 years	Review/ Retain
2.		WSTF/P/WSS/1 (CVF)	Electronic/ Manual	10 years	Review/ Retain
3.		WSTF/P/WSS/1 (K-WASH)	Electronic/ Manual	10 years	Review/ Retain
4.	Project appraisal and committee approvals	WSTF/P/WSS/2(SWASAP)	Electronic/ Manual	10 years	Review/ Destroy
5.		WSTF/P/WSS/2(CVF)	Electronic/ Manual	10 years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
6.		WSTF/P/WSS/2(K-WASH)	Electronic/ Manual	10 years	Review/ Destroy
7.	Project disbursement	WSTF/P/WSS/3(SWASAP)	Electronic/ Manual	10 years	Review/ Destroy
8.		WSTF/P/WSS/3(CVF)	Electronic/ Manual	10 years	Review/ Destroy
9.		WSTF/P/WSS/3(K-WASH)	Electronic/ Manual	10 years	Review/ Destroy
10.	IP contract management	WSTF/P/WSS/4	Electronic/ Manual	10 years	Review/ Destroy
11.	1. Contract modification	WSTF/P/WSS/4/1(SWASAP)	Electronic/ Manual	10 years	Review/ Destroy
12.		WSTF/P/WSS/4/1(CVF)	Electronic/ Manual	10 years	Review/ Destroy
13.		WSTF/P/WSS/4/1(K-WASH)	Electronic/ Manual	10 years	Review/ Destroy
14.	2. Project Monthly reports	WSTF/P/WSS/4/2(SWASAP)	Electronic/ Manual	10 years	Review/ Destroy
15.		WSTF/P/WSS/4/2(CVF)	Electronic/ Manual	10 years	Review/ Destroy
16.		WSTF/P/WSS/4/2(K-WASH)	Electronic/ Manual	10 years	Review/ Destroy
17.	Capacity Building	WSTF/P/WSS/5	Electronic/ Manual	10 years	Review/ Retain
18.	1. Project Technical support	WSTF/P/WSS/5/1(SWASAP)	Electronic/ Manual	10 years	Review/ Retain
19.		WSTF/P/WSS/5/1(CVF)	Electronic/ Manual	10 years	Review/ Retain
20.		WSTF/P/WSS/5/1(K-WASH)	Electronic/ Manual	10 years	Review/ Retain
21.	2. Implementing Partner training	WSTF/P/WSS/5/2(SWASAP)	Electronic/ Manual	10 years	Review/ Retain
22.		WSTF/P/WSS/5/2(CVF)	Electronic/ Manual	10 years	Review/ Retain
23.		WSTF/P/WSS/5/2(K-WASH)	Electronic/ Manual	10 years	Review/ Retain
24.	Project closure	WSTF/P/WSS/6(SWASAP)	Electronic/ Manual	10 years	Review/ Retain/ Preserve
25.		WSTF/P/WSS/6(CVF)	Electronic/ Manual	10 years	Review/ Retain/ Preserve

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
26.		WSTF/P/WSS/6(K-WASH)	Electronic/ Manual	10 years	Review/ Retain/ Preserve
27.	WSS Inquiries, Invitations	WSTF/P/WSS/7	Electronic/ Manual	7 years	Review/ Destroy
28.	WSS Meeting minutes	WSTF/P/WSS/8	Electronic/ Manual	7 years	Review/ Destroy

2.2.11 Commercial Financing/Urban

Table 11: Records Retention and Disposal Schedule for Commercial Financing/Urban

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Project proposals and designs	WSTF/P/CF/1 (CLSG)	Manual/ Electronic	10 years	Review/ Retain
2.		WSTF/P/CF/1 (AOD)	Manual/ Electronic	6 years	Review/ Retain
3.		WSTF/P/CF/1 (PBC)	Manual/ Electronic	10 years	Review/ Retain
4.		WSTF/P/CF/1 (UPC)	Manual/ Electronic	6 years	Review/ Retain
5.		WSTF/P/CF/1 (UBSUP)	Manual/ Electronic	6 years	Review/ Retain
6.	Project appraisal and committee approvals	WSTF/P/CF/2 (CLSG)	Manual/ Electronic	10 years	Review/ Destroy
7.		WSTF/P/CF/2 (AOD)	Manual/ Electronic	6 years	Review/ Destroy
8.		WSTF/P/CF/2 (PBC)	Manual/ Electronic	10 years	Review/ Destroy
9.		WSTF/P/CF/2 (UPC)	Manual/ Electronic	6 years	Review/ Destroy
10.		WSTF/P/CF/2 (UBSUP)	Manual/ Electronic	6 years	Review/ Destroy
11.	Project Disbursement	WSTF/P/CF/3 (CLSG)	Manual/ Electronic	10 years	Review/ Destroy
12.		WSTF/P/CF/3 (AOD)	Manual/ Electronic	6 years	Review/ Destroy
13.		WSTF/P/CF/3 (PBC)	Manual/ Electronic	10 years	Review/ Destroy
14.		WSTF/P/CF/3 (UPC)	Manual/ Electronic	6 years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
15.		WSTF/P/CF/3(UBSUP)	Manual/ Electronic	6 years	Review/ Destroy
16.	IP contract management	WSTF/P/CF/4	Manual/ Electronic	10 years	Review/ Destroy
17.	1. Contract modification	WSTF/P/CF/4/1(CLSG)	Manual/ Electronic	10 years	Review/ Destroy
18.		WSTF/P/CF/4/1(AOD)	Manual/ Electronic	6 years	Review/ Destroy
19.		WSTF/P/CF/4/1(PBC)	Manual/ Electronic	10 years	Review/ Destroy
20.		WSTF/P/CF/4/1(UPC)	Manual/ Electronic	6 years	Review/ Destroy
21.		WSTF/P/CF/4/1(UBSUP)	Manual/ Electronic	6 years	Review/ Destroy
22.	2. Project Monthly reports	WSTF/P/CF/4/2(CLSG)	Manual/ Electronic	10 years	Review/ Destroy
23.		WSTF/P/CF/4/2(AOD)	Manual/ Electronic	6 years	Review/ Destroy
24.		WSTF/P/CF/4/2(PBC)	Manual/ Electronic	10 years	Review/ Destroy
25.		WSTF/P/CF/4/2(UPC)	Manual/ Electronic	6 years	Review/ Destroy
26.		WSTF/P/CF/4/2(UBSUP)	Manual/ Electronic	6 years	Review/ Destroy
27.	Capacity Building	WSTF/P/CF/5	Manual/ Electronic	10 years	Review/ Retain
28.	Project Technical Support	WSTF/P/CF/5/1(CLSG)	Manual/ Electronic	10 years	Review/ Retain
29.		WSTF/P/CF/5/1(AOD)	Manual/ Electronic	6 years	Review/ Retain
30.		WSTF/P/CF/5/1(PBC)	Manual/ Electronic	10 years	Review/ Retain
31.		WSTF/P/CF/5/1(UPC)	Manual/ Electronic	6 years	Review/ Retain
32.		WSTF/P/CF/5/1(UBSUP)	Manual/ Electronic	6 years	Review/ Retain
33.	IP Training	WSTF/P/CF/5/2(CLSG)	Manual/ Electronic	10 years	Review/ Retain
34.		WSTF/P/CF/5/2(AOD)	Manual/ Electronic	6 years	Review/ Retain
35.		WSTF/P/CF/5/2(PBC)	Manual/ Electronic	10 years	Review/ Retain

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
36.		WSTF/P/CF/5/2(UPC)	Manual/ Electronic	6 years	Review/ Retain
37.		WSTF/P/CF/5/2(UBSUP)	Manual/ Electronic	6 years	Review/ Retain
38.	Project closure	WSTF/P/CF/6(CLSG)	Manual/ Electronic	10 years	Review/ Retain/ Preserve
39.		WSTF/P/CF/6(AOD)	Manual/ Electronic	6 years	Review/ Retain/ Preserve
40.		WSTF/P/CF/6/(PBC)	Manual/ Electronic	10 years	Review/ Retain/ Preserve
41.		WSTF/P/CF/6/UPC	Manual/ Electronic	6 years	Review/ Retain/ Preserve
42.		WSTF/P/CF/6/UBSUP	Manual/ Electronic	6 years	Review/ Retain/ Preserve
43.	Commercial Financing Matters (Enquiries and Invitations)	WSTF/P/CF/7	Manual/ Electronic	10 years	Review/ Destroy
44.	Commercial Financing Meeting Minutes and Resolutions	WSTF/P/CF/8	Manual/ Electronic	10 years	Review/ Destroy

2.2.12 Water Resources and Climate Change

Table 12: Records Retention and Disposal Schedule for Water Resources and Climate Change

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Project proposals and designs	WSTF/P/WRCC/1 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Retain
2.		WSTF/P/WRCC/1 (EWFCP)	TBD		
3.	Project appraisal and approval	WSTF/P/WRCC/2 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Destroy
4.		WSTF/P/WRCC/2 (EWFCP)	TBD		
5.	Project Disbursement	WSTF/P/WRCC/3 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Destroy
6.		WSTF/P/WRCC/3 (EWFCP)	TBD		

WaterFund Records Retention and Disposal Schedule - July 2025

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
7.	IP contract management	WSTF/P/WRCC/4	Manual/ Electronic	10 Years	Review/ Destroy
8.	1. Contract Modification	WSTF/P/WRCC/4/1 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Destroy
9.	2. Monthly reports	WSTF/P/WRCC/4/2(HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Destroy
10.		WSTF/P/WRCC/4/1(EWFCP)	TBD		
11.		WSTF/P/WRCC/4/2(EWFCP)	TBD		
12.	Capacity building	WSTF/P/WRCC/5	Manual/ Electronic	10 Years	Review/ Retain
13.	1. Project Technical support	WSTF/P/WRCC/5/1 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Retain
14.	2. Implementing training	WSTF/P/WRCC/5/2(HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Retain
15.		WSTF/P/WRCC/5/1(EWFCP)	TBD		
16.		WSTF/P/WRCC/5/2(EWFCP)	TBD		
17.	Project closure	WSTF/P/WRCC/6 (HoAGW4RP)	Manual/ Electronic	10 Years	Review/ Retain/ Preserve
18.		WSTF/P/WRCC/6 (EWFCP)	TBD		
19.	WRCC Matters	WSTF/P/WRCC/7	Manual	7 years	Review/ Destroy
20.	WRCC Division minutes	WSTF/P/WRCC/8	Manual	5 years	Review/ Destroy

2.2.13 Human Resources Management

Table 13: Records Retention and Disposal Schedule for Human Resources Management

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Human Resources Matters	WSTF/HRM/1	Manual	5 Years	Review/ Destroy
2.	Staff Training	WSTF/HRM/2	Manual	3 Years	Review/ Destroy
3.	Internship & Attachments	WSTF/HRM/3	Manual	3 Years	Review/ Destroy
4.	Staff Social Welfare	WSTF/HRM/4	Manual	3 Years	Review/ Retain

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
5.	Staff Annual Performance Contracts	WSTF/HRM/5	Manual	5 Years	Review/ Destroy
6.	Staff Establishment	WSTF/HRM/6	Manual	5 Years	Preserve
7.	Human Resources Policies	WSTF/HRM/7	Manual	5 Years	Preserve
8.	Applications for Employments	WSTF/HRM/8	Manual	1 Year	Review/ Destroy
9.	Appointments & Nominations	WSTF/HRM/9	Manual	15 Years	Preserve
10.	Subscription & Membership of Professional Bodies	WSTF/HRM/10	Manual	3 Years	Review/ Destroy
11.	Staff Pension	WSTF/HRM/11	Manual	10 years	Retain
12.	Higher Education Loan Board	WSTF/HRM/12	Manual	11 years	Retain
13.	Public Service Commission	WSTF/HRM/13	Manual	5 Years	Review/ Destroy
14.	Salary and Remuneration Commission	WSTF/HRM/14	Manual	3 Years	Review/ Destroy
15.	State Corporation Advisory Committee	WSTF/HRM/15	Manual	5 Years	Review/ Destroy
16.	Human Resources Circulars	WSTF/HRM/16	Manual	5 Years	Review/ Destroy
17.	Medical Insurance	WSTF/HRM/17	Manual	3 Years	Review/ Destroy
18.	Handing Over Taking Over	WSTF/HRM/18	Manual	3 Years	Review/ Destroy
19.	Social Health Insurance Fund (SHIF)	WSTF/HRM/19	Manual	15 Years	Preserve
20.	National Social Security Fund (NSSF)	WSTF/HRM/20	Manual	15 Years	Preserve
21.	Gender & Mainstreaming Committee Minutes & Report	WSTF/HRM/21	Manual	2 Years	Review/ Destroy
22.	Productivity Mainstreaming Committee Minutes & Reports	WSTF/HRM/22	Manual	2 Years	Review/ Destroy
23.	National Values and Principles Committee Minutes & Reports	WSTF/HRM/23	Manual	2 Years	Review/ Destroy
24.	Performance Management Committee Minutes & Reports	WSTF/HRM/24	Manual	2 Years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
25.	Occupational Health and Safety Committee Minutes & Reports	WSTF/HRM/25	Manual	2 Years	Review/ Destroy
26.	Sports and Wellness Committee Minutes & Reports	WSTF/HRM/26	Manual	2 Years	Review/ Destroy
27.	HIV/AIDS & Communicable Diseases Committee Minutes & Reports	WSTF/HRM/27	Manual	2 Years	Review/ Destroy
28.	Alcohol and Drug Abuse Committee Minutes & Reports	WSTF/HRM/28	Manual	2 Years	Review/ Destroy

2.2.14 Human Resources Management (Confidential)

Table 14: Confidential Records Retention and Disposal Schedule for Human Resources Management

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Staff Recruitment	WSTF/HRM/CONF/1	Manual	5 Years	Review/ Retain
2.	Staff Bank Loans	WSTF/HRM/CONF/2	Manual	10 Years	Review/ Destroy
3.	Staff Sacco Loans	WSTF/HRM/CONF/3	Manual	10 Years	Review/ Destroy
4.	Human Resource Advisory Committee	WSTF/HRM/CONF/4	Manual	5 Years	Review/ Retain
5.	Performance Appraisal	WSTF/HRM/CONF/5	Manual	3 Years	Review/ Destroy
6.	Personal Files (Case Files)	WSTF/HRM/CONF/6	Manual	15 Years	Preserve Scale 5 and below, Scale 6-10 Review-P/D

2.2.15 Administration

Table 15: Records Retention and Disposal Schedule for Administration

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Transport Management	WSTF/ADM/1	Manual	5 Years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
2.	Motor Vehicle (Case Work Tickets Files)	WSTF/ADM/1/1	Manual	15 Years	Retain
3.	Vehicle Repairs & Maintenance	WSTF/ADM/1/2	Manual	3 Years	Review/Destroy
4.	Office Accommodation	WSTF/ADM/2	Manual	12 Years	Review/Destroy
5.	Cleaning & Beverage Services	WSTF/ADM/2/1	Manual	3 Years	Review/Destroy
6.	Office Repairs & Maintenance	WSTF/ADM/2/2	Manual	3 Years	Review/Destroy
7.	Telephone Services	WSTF/ADM/3	Manual	2 Years	Review/Destroy
8.	Asset Management & Inventory Matters	WSTF/ADM/4	Manual	5 Years	Review/Destroy
9.	Group Life Assurance	WSTF/ADM/5	Manual	2 Years	Review/Destroy

2.2.16 Records Management

Table 16: Records Retention and Disposal Schedule for Records Management

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Records Management	WSTF/RMU/1	Manual/ Electronic	5 Years	Preserve

2.2.17 ICT

Table 17: Records Retention and Disposal Schedule for ICT

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	ICT Division Meetings	WSTF/ICT/1	Manual/ Electronic	5 years	Review/ Destroy
2.	ICT Security Reports	WSTF/ICT/2	Electronic	5 years	Review/ Destroy/ Retain
3.	Information Systems and Applications	WSTF/ICT/3	Manual/ Electronic	5 years or if superseded	Review/ Destroy/ Retain
4.	ICT Service Level Agreements	WSTF/ICT/4	Manual/ Electronic	5 years	Review/ Destroy/ Retain

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
5.	Software Licenses	WSTF/ICT/5	Electronic	6 years or if superseded	Review/ Destroy/ Retain
6.	Inventory of ICT Equipment and Accessories	WSTF/ICT/6	Electronic	5 years	Review/ Destroy
7.	ICT Repairs and Maintenance	WSTF/ICT/7	Manual/ Electronic	5 years	Review/ Destroy
8.	ICT Standard Operating Procedures	WSTF/ICT/8	Electronic	5 years	Review/ Destroy

2.2.18 Corporate Communication

Table 18: Records Retention and Disposal Schedule for Corporate Communication

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Strategic Communication & Workplans	WSTF/COM/1	Manual/ Electronic	5 Years	Review/ Destroy
2.	Internal Communication & Staff Engagement	WSTF/COM/2	Manual/ Electronic	5 Years	Review/ Destroy
3.	Corporate Branding & Visual Identity	WSTF/COM/3	Manual/ Electronic	10 Years	Preserve
4.	Media Engagement & Press Releases	WSTF/COM/4	Manual/ Electronic	10 Years	Preserve
5.	Media Monitoring, Social Media Engagements & Reports	WSTF/COM/5	Manual/ Electronic	10 Years	Review/ Destroy
6.	Corporate Events	WSTF/COM/6	Manual/ Electronic		
7.	Conferences, Exhibitions, Trade Fair Shows and Delegation Visits	WSTF/COM/6/1	Manual/ Electronic	5 Years	Destroy
8.	WaterFund Conferences	WSTF/COM/6/2	Manual/ Electronic	10 Years	Review/ Destroy
9.	Corporate Publications, Content Development & Print Collateral	WSTF/COM/7	Manual/ Electronic	10 Years	Preserve
10.	Public Relations and Stakeholder Relations	WSTF/COM/8	Manual/ Electronic	10 Years	Preserve

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
11.	Corporate Social Responsibility (CSR)	WSTF/COM/9	Manual/ Electronic	6 Years	Review/ Destroy
12.	Customer Complaints and Compliments	WSTF/COM/10			
13.	Customer Complaints Reports	WSTF/COM/10/1	Manual/ Electronic	10 Years	Review/ Destroy
14.	Complaints Register	WSTF/COM/10/2	Manual/ Electronic	10 Years	Review/ Destroy
15.	Compliments Register	WSTF/COM/10/3	Manual/ Electronic	5 Years	Review/ Destroy
16.	Access to Information (ATI)	WSTF/COM/11			
17.	Access to Information Compliance Reports	WSTF/COM/11/1	Manual/ Electronic	6 Years	Review/ Destroy
18.	Access to Information Register	WSTF/COM/11/2	Manual/ Electronic	6 Years	Review/ Destroy
19.	Corporate Communication Matters and Correspondences	WSTF/COM/12	Manual/ Electronic	6 Years	Review/ Destroy
20.	Customer Satisfaction	WSTF/COM/13			
21.	Customer Satisfaction Surveys	WSTF/COM/13/1	Manual/ Electronic	10 Years	Review/ Destroy
22.	Stakeholder Feedback & Public Queries	WSTF/COM/13/2	Manual/ Electronic	6 Years	Review/ Destroy
23.	Customer Service Delivery Charter and Compliance Reports	WSTF/COM/14	Manual/ Electronic	6 Years	Review/ Destroy
24.	Document Movement Register	WSTF/COM/15	Manual/ Electronic	6 Years	Review/ Destroy
25.	Resource Centre Register	WSTF/COM/16	Manual/ Electronic	6 Years	Review/ Destroy

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2.2.19 Supply Chain Management

Table 19: Records Retention and Disposal Schedule for Supply Chain Management

S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
1.	Procurement Plan	WSTF/SCM/1	Manual/ Electronic	10 Years	Review/ Destroy
2.	Purchase Requisition	WSTF/SCM/2	Manual/ Electronic	10 Years	Review/ Destroy
3.	Request for Quotations	WSTF/SCM/3	Manual/ Electronic	6 Years	Review/ Destroy
4.	Request for Proposals	WSTF/SCM/4	Manual/ Electronic	10 Years	Review/ Destroy
5.	Open Tenders	WSTF/SCM/5	Manual/ Electronic	10 Years	Review/ Destroy
6.	Restricted Tenders	WSTF/SCM/6	Manual/ Electronic	10 Years	Review/ Destroy
7.	Direct Procurement	WSTF/SCM/7	Manual/ Electronic	10 Years	Review/ Destroy
8.	Notification Letters	WSTF/SCM/8	Manual/ Electronic	10 Years	Review/ Destroy
9.	Purchase Orders	WSTF/SCM/9	Manual/ Electronic	10 Years	Review/ Destroy
10.	Procurement Circulars	WSTF/SCM/10	Manual/ Electronic	Until superseded	Review/ Destroy
11.	Procurement Matters	WSTF/SCM/11	Manual/ Electronic	10 Years	Review/ Destroy
12.	Stores Requisition	WSTF/SCM/12	Manual/ Electronic	6 Years	Review/ Destroy
13.	Inspection and Acceptance	WSTF/SCM/13	Manual/ Electronic	10 Years	Review/ Destroy
14.	Delivery & Invoices	WSTF/SCM/14	Manual/ Electronic	10 Years	Review/ Destroy
15.	Asset Disposal	WSTF/SCM/15	Manual/ Electronic	10 Years	Review/ Destroy
16.	Market Survey	WSTF/SCM/16	Manual/ Electronic	10 Years	Review/ Destroy
17.	Supplier Performance Appraisal	WSTF/SCM/17	Manual/ Electronic	10 Years	Review/ Destroy
18.	Framework Consultancy	WSTF/SCM/18	Manual/ Electronic	10 Years	Review/ Destroy
19.	Statutory Quarterly Reports	WSTF/SCM/19	Manual/ Electronic	10 Years	Review/ Destroy

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S/No.	File Name	File Reference	Format	Retention Period	Disposal Action
20.	Supply Chain Division Meetings	WSTF/SCM/20	Manual/ Electronic	6 Years	Review/ Destroy