

**WATERFUND
RECORDS MANAGEMENT**

WaterFund File Classification and Indexing Scheme

July 2025

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1 INTRODUCTION

A File Classification and Indexing Scheme (also known as a File Plan) is a tool that allows for classifying, titling, indexing, accessing, and retrieving records. It is presented as a hierarchical structure of classification levels and is based on the business activities that generate records in a specific organisational business setting.

This File Classification and Indexing Scheme was developed in January 2025 with the express aim of streamlining the creation, capture, identification, classification, arrangement, use, maintenance, storage, appraisal, and eventual disposal of records at the Water Sector Trust Fund (WSTF, WaterFund, the Fund). The scheme was developed taking cognisance of the mandate, functions, and activities carried out by the Fund.

2 WATERFUND INDEXING SCHEME

2.1 Broad Categories (Indexing Scheme)

The functional analysis of WaterFund identified the following classes (broad categories) of records. Thus, the table represents the indexing scheme.

Table 1: Broad Categories of Records (Indexing Scheme)

| S/No. | Class Title | Code |
|-------|---|-------|
| 1. | CEO's Office | CEO |
| 2. | Fund Development | FD |
| 3. | Finance | FIN |
| 4. | Legal Services | LEG |
| 5. | Board Secretariat | BOARD |
| 6. | Internal Audit & Risk Assurance | IAR |
| 7. | Planning & Quality Management | PQM |
| 8. | Programmes | P |
| 9. | Water and Sanitation Services | WSS |
| 10. | Commercial Financing/Urban | CF |
| 11. | Water Resources and Climate Change | WRCC |
| 12. | Human Resource Management | HRM |
| 13. | Administration | ADM |
| 14. | Records Management | RMU |
| 15. | Information, Communication and Technology | ICT |
| 16. | Corporate Communication | COM |
| 17. | Supply Chain Management | SCM |

The classification identified three hierarchical levels, starting with the abbreviation for the institution (WSTF), followed by the abbreviation for the broad function/subject e.g. ADM, and finally, at the lowest level, a numeral denoting the specific file within the class e.g. 2.

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Below is an example of the coding system employed: -

WSTF - Water Sector Trust Fund

ADM - Administration (Class)

1 - Transport Management

WSTF/ADM/1 – Transport Management (file)

For security classified files, the abbreviation CONF is added after the class code, for example:

WSTF - Water Sector Trust Fund

HRM - Human Resource Management (Class)

CONF - Confidential

1 - Staff Recruitment

WSTF/HRM/CONF/1 – Staff Recruitment (file)

The file classification scheme has also included an interim column for previous/old reference numbers. The reason for including this column is ease of reference as staff may still call for the file by the old reference number. Over time, when everyone gets used to the new system, the column for the previous/old reference number should be dropped.

It should also be noted that through the functional analysis, some files were merged. Where this happened, the reference numbers of the merged files are included in the previous/old reference number column. Where the files did not exist before, the column indicates that they are new files. Some files have also been moved from one class to the appropriate class. The functional analysis also revealed some files that were mis-titled. These have been renamed. Where there are case files e.g. personal files, these will be listed separately in a register.

2.2 Open Class Inventory

The open class inventory refers to classes or records that are not confidential. These are as follows:

Table 2: Open Class Inventory

| S/No. | Class Title | Code |
|--------------|---|-------------|
| 1. | CEO's Office | CEO |
| 2. | Fund Development | FD |
| 3. | Finance | FIN |
| 4. | Legal | LEG |
| 5. | Board Secretariat | BOARD |
| 6. | Internal Audit & Risk Assurance | IAR |
| 7. | Planning & Quality Management | PQM |
| 8. | Programmes | P |
| 9. | Water and Sanitation Services | WSS |
| 10. | Commercial Financing/Urban | CF |
| 11. | Water Resources and Climate Change | WRCC |
| 12. | Human Resource Management | HRM |
| 13. | Administration | ADM |
| 14. | Records Management Unit | RMU |
| 15. | Information, Communication and Technology | ICT |
| 16. | Corporate Communication | COM |
| 17. | Supply Chain Management | SCM |

2.3 Confidential Class Inventory

The confidential class inventory refers to classes or records that are confidential. These were identified as below:

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Table 3: Confidential Class Inventory

| S/No. | Class Title | Code |
|--------------|--------------------|-------------|
| 1. | CEO Confidential | CEO/CONF |
| 2. | Board Confidential | BOARD/CONF |
| 3. | HR Confidential | HRM/CONF |

3 CLASSIFICATION OF FILES PER FUNCTION

3.1 CEO's Office

Table 4: Classification of Records in the CEO's Office

| S/No. | File Name | Old Reference | New Reference |
|-------|--|-------------------------|-------------------------|
| 1. | CEO Correspondence | WSTF/1/CEO/Vol. II/203/ | WSTF/CEO/1 |
| 2. | Honours and Awards | | WSTF/CEO/2 |
| 3. | CEO Confidential | CONFIDENTIAL FILE | WSTF/CEO/CONF/1 |
| 4. | Executive Meetings Minutes and Resolutions | EXCOM MEETINGS | WSTF/EXEC/YYYY/MM/(1-x) |

3.2 Fund Development

Table 5: Classification of Records in Fund Development (New References)

| S/No. | File Name | New Reference |
|-------|--|---------------|
| 1. | Private Sector Collaboration | WSTF/FD/1 |
| 2. | External Partnership Forums | WSTF/FD/2 |
| 3. | Internal Networking Forums | WSTF/FD/3 |
| 4. | National Government directives/guidelines | WSTF/FD/4 |
| 5. | Programme and Institutional Minutes | WSTF/FD/5 |
| 6. | Rural Steering Committee | WSTF/FD/5/1 |
| 7. | Urban Steering Committee | WSTF/FD/5/2 |
| 8. | Resource Mobilisation Committee | WSTF/FD/5/3 |
| 9. | Departmental Minutes | WSTF/FD/5/4 |
| 10. | Financial Agreements & MOUs | WSTF/FD/6 |
| 11. | Research Consultancies and Studies | WSTF/FD/7 |
| 12. | Development Partners Profile Database | WSTF/FD/8 |
| 13. | Proposals and Partners Engagement | WSTF/FD/9 |
| 14. | Government of Kenya (GoK) | WSTF/FD/9/1 |

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| S/No. | File Name | New Reference |
|--------------|--|----------------------|
| 15. | Finland | WSTF/FD/9/2 |
| 16. | Denmark (DANIDA) | WSTF/FD/9/3 |
| 17. | Sweden (Sida) | WSTF/FD/9/4 |
| 18. | Germany (GIZ/KfW) | WSTF/FD/9/5 |
| 19. | European Union (EU) | WSTF/FD/9/6 |
| 20. | World Bank | WSTF/FD/9/7 |
| 21. | Bill and Melinda Gates Foundation (BMGF) | WSTF/FD/9/8 |
| 22. | UNICEF | WSTF/FD/9/9 |
| 23. | USAID | WSTF/FD/9/10 |
| 24. | Netherlands | WSTF/FD/9/11 |
| 25. | African Development Bank (AfDB) | WSTF/FD/9/12 |
| 26. | International Fund for Agricultural Development (IFAD) | WSTF/FD/9/13 |
| 27. | Saudi Arabia | WSTF/FD/9/14 |
| 28. | Other Partners | WSTF/FD/9/15 |

Table 6: Classification of Records in Fund Development (Old References)

| S/No. | File Name | Old Reference |
|--------------|--|--------------------------|
| 1. | Private Sector Collaboration | WSTF/12/PDRM/PSC/001A |
| 2. | Development Partners Communications | WSTF/12/PDRM/DPC/002 |
| 3. | Development Partners Urban Steering Committee Meetings | WSTF/12/PDRM/DPUSCM/003A |
| 4. | Development Partners Rural Steering Committee Meetings | WSTF/12/PDRM/DPRSCM/003B |
| 5. | Incoming Emails | WSTF/12/PDRM/IM/004 |
| 6. | Development Partners Joint Programme Meetings | WSTF/12/PDRM/DPJPM/017 |
| 7. | Funding Proposals | WSTF/12/PDRM/FP/005 |
| 8. | Resource Mobilisation Committee Meetings | WSTF/12/PDRM/RMCM/006 |

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| S/No. | File Name | Old Reference |
|-------|--|---------------------------|
| 9. | Development Partners Database | WSTF/12/PDRM/DPDB/007 |
| 10. | Proposal Process AfDB | WSTF/12/PDRM/PP-AFDB/008 |
| 11. | Development Partners Forums | WSTF/12/PDRM/DPF/009 |
| 12. | Financial Agreements & MOUs | WSTF/12/PDRM/FA&MOUs/010 |
| 13. | Resource Mobilisation Departmental Meetings | WSTF/12/PDRM/RMDM/011 |
| 14. | Capacity Building | WSTF/12/PDRM/CB/012 |
| 15. | Submission Reports to Development Partners | WSTF/12/PDRM/SRDP/013 |
| 16. | Resource Mobilisation Customer Satisfaction | WSTF/12/PDRM/RMCS/014 |
| 17. | GIS Maps | WSTF/12/PDRM/GIS-MAPS/016 |
| 18. | Development Partners Joint Programme Meetings | WSTF/12/PDRM/DPJPM/017 |
| 19. | CSR and Corporate Bodies | WSTF/12/PDRM/CSR/018 |
| 20. | Proposal Process BMGF (Bill and Melinda Gates Foundation) | WSTF/12/PDRM/PP-BMGF/019 |
| 21. | Proposal Process Denmark | WSTF/12/PDRM/PP-DEN/020 |
| 22. | Proposal Process EU (European Union) | WSTF/12/PDRM/PP-EU/021 |
| 23. | Proposal Process Finland | WSTF/12/PDRM/PP-FIN/022 |
| 24. | Proposal Process Germany | WSTF/12/PDRM/PP-GMN/023 |
| 25. | Proposal Process GoK (Government of the Republic of Kenya) | WSTF/12/PDRM/PP-GOK/024 |
| 26. | Proposal Process IFAD | WSTF/12/PDRM/PP-IFAD/025 |

3.3 Finance

Table 7: Classification of Records in Finance

| S/No. | File Name | Old Reference | New Reference |
|-------|--|------------------|---------------|
| 1. | Payroll Processing/Statutory Obligations | WSTF/FIN/PAYROLL | WSTF/FIN/1 |
| 2. | Budget Implementation & Financial Planning | WSTF/FIN/BGT | WSTF/FIN/2 |

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| S/No. | File Name | Old Reference | New Reference |
|--------------|--|----------------------|----------------------|
| 3. | Financial reports | None | WSTF/FIN/3 |
| 4. | Bank Reconciliations | WSTF/FIN/BANKREC | WSTF/FIN/4 |
| 5. | Project Disbursements | WSTF/FIN/DISB | WSTF/FIN/5 |
| 6. | Project Financial reports | WSTF/FIN/PRO/REPORTS | WSTF/FIN/6 |
| 7. | Assets/Rent/Insurance | WSTF/FIN/ASSETS | WSTF/FIN/7 |
| 8. | Payments Vouchers | | WSTF/FIN/8 |
| 9. | Staff Surrenders | WSTF/FIN/SURRENDERS | WSTF/FIN/9 |
| 10. | KRA Payments | WSTF/FIN/KRA | WSTF/FIN/10 |
| 11. | Bank Accounts (correspondences) | WSTF/FIN/KCB | WSTF/FIN/11 |
| 12. | Revenue & Treasury Mgt (Correspondences & Circulars) | WSTF/FIN/F&G | WSTF/FIN/12 |
| 13. | Donor Correspondences | WSTF/FIN/KFW | WSTF/FIN/13 |
| 14. | Government Circulars | | WSTF/FIN/14 |

Table 8: Bank and Programme Codes in Finance

| Bank Codes | Programme Codes |
|--------------------|------------------------|
| KCB - 01 | GOK - 01 |
| NCBA - 07 | CLSG - 02 |
| EQUITY - 68 | SWASAP - 03 |
| NATIONAL BANK - 12 | HOA - 04 |
| | KFW IV - 05 |
| | KFW III - 06 |
| | BMGF - 07 |
| | EDE CPIRA - 08 |
| | IFAD - 09 |

3.4 Legal Services

Table 9: Classification of Records in Legal Services

| S/No. | File Name | Old Reference | New Reference |
|-------|--------------------------|---------------|---------------|
| 1. | State Circulars | | WSTF/LEG/1 |
| 2. | Legal Opinions | | WSTF/LEG/2 |
| 3. | Funding Criteria | | WSTF/LEG/3 |
| 4. | Policies | | WSTF/LEG/4 |
| 5. | Contracts | | WSTF/LEG/5 |
| 6. | Service Level Agreements | | WSTF/LEG/6 |
| 7. | Leases | | WSTF/LEG/7 |

3.5 Board Secretariat

Table 10: Classification of Records in Board Secretariat

| S/No. | File Name | Old Reference | New Reference |
|-------|----------------------------|---|--------------------|
| 1. | Trustee Correspondence | WSTF/1/TGC/Vol. V/142 | WSTF/BOARD/1 |
| 2. | Board Committee Files | WSTF/1/FCS/ Vol.1 WSTF/1/FD/VOL1 WSTF/14/INVEST/IC /Vol.3 | WSTF/BOARD/2/(1-3) |
| 3. | Board Charters | | WSTF/BOARD/3/(1-4) |
| 4. | Board Attendance Registers | WSTF/1/BDA | WSTF/BOARD/4/(1-4) |
| 5. | Conflict of Interest | WSTF/1/CONFLICT | WSTF/BOARD/5 |

3.6 Board Secretariat (Confidential)

Table 11: Classification of Confidential Records in Board Secretariat

| S/No. | File Name | Old Reference | New Reference |
|-------|-------------------|---------------------|-------------------|
| 1. | Board Resolutions | WSTF/2/BDRES/ VOL.2 | WSTF/BOARD/CONF/1 |
| 2. | Board Minutes | | WSTF/BOARD/CONF/2 |

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| S/No. | File Name | Old Reference | New Reference |
|-------|------------------------|-------------------------------|----------------------------------|
| 3. | Trustee Personal Files | WSTF/name of trustee/position | WSTF/BOARD/CONF/3 (1-11) |
| 4. | Litigation Files | | WSTF/BOARD/CONF/4 (RST, KCDN...) |
| 5. | Signed Board Record | | WSTF/BOARD/CONF/5 |
| 6. | Legal Audit | | WSTF/BOARD/CONF/6 |
| 7. | Corporate Seal | | WSTF/BOARD/CONF/7 |

3.7 Internal Audit & Risk Assurance

Table 12: Classification of Records in Internal Audit & Risk Assurance

| S/No. | File Name | Old Reference | New Reference |
|-------|------------------------------|---------------|-------------------|
| 1. | Audit matters | | WSTF/IAR/1 |
| 2. | External Audits | | WSTF/IAR/1/1 |
| 3. | Audit Queries | | WSTF/IAR/1/2 |
| 4. | Policies & strategies | | WSTF/IAR/1/3 |
| 5. | Risk & Compliance | | WSTF/IAR/2 |
| 6. | Risk Management Framework | | WSTF/IAR/2/1 |
| 7. | Compliance policies | | WSTF/IAR/2/2 |
| 8. | Forensic audit | | WSTF/IAR/2/3 |
| 9. | Integrity & Ethics | | WSTF/IAR/2/4 |
| 10. | IARA Committee | | WSTF/IAR/3 |
| 11. | Governance audits | | WSTF/IAR/3/1 |
| 12. | Audit & Risk Committee Board | | WSTF/IAR/3/2 |
| 13. | Audit notifications | | WSTF/IAR/4 |
| 14. | Service delivery charter | | WSTF/IAR/4/1 |
| 15. | Policy awareness | | WSTF/IAR/4/2 |

3.8 Planning and Quality Management

Table 13: Classification of Records in Planning and Quality Management

| S/No. | File Name | Old Reference | New Reference |
|-------|---|---------------------------|---------------|
| 1. | Planning and Quality Management Matters | WSTF/9/PQM | WSTF/PQM/1 |
| 2. | Strategic Plans | WSTF/9/PQM/SPME/SP/VOL.1 | WSTF/PQM/2 |
| 3. | Institutional Performance Contract | WSTF/9/PQM/SPME/SP/PC | WSTF/PQM/3 |
| 4. | Project Monitoring | WSTF/9/PQM/SPME/ME | WSTF/PQM/4 |
| 5. | Programme Evaluation | WSTF/9/PQM/SPME/ME/PE | WSTF/PQM/5 |
| 6. | ISO Certification | WSTF/9/PQM/QARM/ISO | WSTF/PQM/6 |
| 7. | Framework Consultants Management | WSTF/RFP/003/19-20 | WSTF/PQM/7 |
| 8. | Risk Management | New | WSTF/PQM/8 |
| 9. | Research and Innovation | WSTF/9/PQM/RKM/R/VOL.1 | WSTF/PQM/9 |
| 10. | Science Technology and Innovation Mainstreaming | WSTF/9/PQM/RKM/STIM/VOL.1 | WSTF/PQM/10 |
| 11. | Knowledge Management and Knowledge Hub | New | WSTF/PQM/11 |
| 12. | Project Concept Notes | New | WSTF/PQM/12 |
| 13. | Field Based Consultants | New | WSTF/PQM/13 |
| 14. | PQM Meeting Minutes | New | WSTF/PQM/14 |

3.9 Programmes

Table 14: Classification of Records in Programmes

| S/No. | File Name | Old Reference | New Reference |
|-------|-------------------------|---------------|---------------|
| 1. | Programme Dept. Minutes | New | WSTF/P/1 |

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3.9.1 Water and Sanitation Services

Table 15: Classification of Records in Water and Sanitation Services

| S/No. | File Name | Old Reference | New Reference |
|-------|---|--------------------------------|-------------------------|
| 1. | Project proposal and design | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/1 (SWASAP) |
| 2. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/1 (CVF) |
| 3. | | WSTF/6/P/WSS/K-WASH | WSTF/P/WSS/1 (K-WASH) |
| 4. | Project appraisal and committee approvals | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/2(SWASAP) |
| 5. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/2(CVF) |
| 6. | | NEW | WSTF/P/WSS/2(K-WASH) |
| 7. | Project disbursement | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/3(SWASAP) |
| 8. | | NEW | WSTF/P/WSS/3(CVF) |
| 9. | | NEW | WSTF/P/WSS/3(K-WASH) |
| 10. | IP contract management | NEW | WSTF/P/WSS/4 |
| 11. | 1. Contract modification | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/4/1 (SWASAP) |
| 12. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/4/1 (CVF) |
| 13. | | NEW | WSTF/P/WSS/4/1 (K-WASH) |
| 14. | 2. Project Monthly reports | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/4/2(SWASAP) |
| 15. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/4/2(CVF) |
| 16. | | NEW | WSTF/P/WSS/4/2(K-WASH) |
| 17. | Capacity Building | NEW | WSTF/P/WSS/5 |
| 18. | 1. Project Technical support | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/5/1 (SWASAP) |
| 19. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/5/1 (CVF) |
| 20. | | NEW | WSTF/P/WSS/5/1 (K-WASH) |
| 21. | 2. Implementing Partner training | WSTF/6/P/WSS/SWASA P/VOL.2/224 | WSTF/P/WSS/5/2(SWASAP) |
| 22. | | WSTF/6/P/WSS/CVF/ | WSTF/P/WSS/5/2(CVF) |
| 23. | | NEW | WSTF/P/WSS/5/2(K-WASH) |

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| S/No. | File Name | Old Reference | New Reference |
|-------|----------------------------|---------------|----------------------|
| 24. | Project closure | NEW | WSTF/P/WSS/6(SWASAP) |
| 25. | | | WSTF/P/WSS/6(CVF) |
| 26. | | | WSTF/P/WSS/6(K-WASH) |
| 27. | WSS Inquiries, Invitations | NEW | WSTF/P/WSS/7 |
| 28. | WSS Meeting Minutes | NEW | WSTF/P/WSS/8 |

3.9.2 Commercial Financing/Urban

Table 16: Classification of Records in Commercial Financing/Urban

| S/No. | File Name | Old Reference | New Reference |
|-------|---|----------------------------|----------------------|
| 1. | Project proposals and design | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/1 (CLSG) |
| 2. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/1 (AOD) |
| 3. | | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/1 (PBC) |
| 4. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/1 (UPC) |
| 5. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/1 (UBSUP) |
| 6. | Project appraisal and committee approvals | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/2 (CLSG) |
| 7. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/2 (AOD) |
| 8. | | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/2 (PBC) |
| 9. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/2 (UPC) |
| 10. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/2 (UBSUP) |
| 11. | Project Disbursement | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/3 (CLSG) |
| 12. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/3 (AOD) |
| 13. | | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/3 (PBC) |
| 14. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/3 (UPC) |
| 15. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/3 (UBSUP) |
| 16. | IP contract management | NEW | WSTF/P/CF/4 |
| 17. | Contract modification | WSTF/6/CF/219/VOL. | WSTF/P/CF/4/1 (CLSG) |
| 18. | | NEW | WSTF/P/CF/4/1 (AOD) |

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| S/No. | File Name | Old Reference | New Reference |
|--------------|---|--|----------------------|
| 19. | | WSTF/6/CF/AOD/WSP | WSTF/P/CF/4/1(PBC) |
| 20. | | NEW | WSTF/P/CF/4/1(UPC) |
| 21. | | WSTF/6/CF/PBC/ | WSTF/P/CF/4/1(UBSUP) |
| 22. | Project Monthly reports | NEW | WSTF/P/CF/4/2(CLSG) |
| 23. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/4/2(AOD) |
| 24. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/4/2(PBC) |
| 25. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/4/2(UPC) |
| 26. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/4/2(UBSUP) |
| 27. | Capacity Building | WSTF/6/CF/WORKSHOPS | WSTF/P/CF/5 |
| 28. | Project Technical Support | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/5/1(CLSG) |
| 29. | | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/5/1(AOD) |
| 30. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/5/1(PBC) |
| 31. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/5/1(UPC) |
| 32. | | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/5/1(UBSUP) |
| 33. | IP Training | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/5/2(CLSG) |
| 34. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/5/2(AOD) |
| 35. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/5/2(PBC) |
| 36. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/5/2(UPC) |
| 37. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/5/2(UBSUP) |
| 38. | Project closure | WSTF/6/CF/CLSG II/VOL. | WSTF/P/CF/6(CLSG) |
| 39. | | WSTF/6/CF/AOD/VOL. | WSTF/P/CF/6(AOD) |
| 40. | | WSTF/6/CF/PBC/VOL. | WSTF/P/CF/6/(PBC) |
| 41. | | WSTF/6/P/UI/UPC/WSP/VOL. | WSTF/P/CF/6/UPC |
| 42. | | WSTF/6/P/UI/UBSUP/WSP/VOL. | WSTF/P/CF/6/UBSUP |
| 43. | Commercial Financing Matters (Enquiries, Invitations) | WSTF/CF/219/VOL. & WSTF/6/Urban/GEN.CORR/... | WSTF/P/CF/7 |

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| S/No. | File Name | Old Reference | New Reference |
|-------|--|--|---------------|
| 44. | Commercial Financing Meeting Minutes and Resolutions | WST/CF/MINUTES & WSTF/6/Urban/GEN.CORR/... | WSTF/P/CF/8 |

3.9.3 Water Resources and Climate Change

Table 17: Classification of Records in Water Resources and Climate Change

| S/No. | File Name | Old Reference | New Reference |
|-------|--------------------------------|--------------------------|----------------------------|
| 1. | Project proposals and design | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/1 (HoAGW4RP) |
| 2. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/1 (EWFCP) |
| 3. | Project appraisal and approval | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/2 (HoAGW4RP) |
| 4. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/2 (EWFCP) |
| 5. | Project Disbursement | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/3 (HoAGW4RP) |
| 6. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/3 (EWFCP) |
| 7. | IP contract management | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/4 |
| 8. | 1. Contract Modification | | WSTF/P/WRCC/4/1 (HoAGW4RP) |
| 9. | 2. Monthly reports | | WSTF/P/WRCC/4/2 (HoAGW4RP) |
| 10. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/4/1 (EWFCP) |
| 11. | | | WSTF/P/WRCC/4/2 (EWFCP) |
| 12. | Capacity building | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/5 |
| 13. | 1. Project Technical support | | WSTF/P/WRCC/5/1 (HoAGW4RP) |
| 14. | 2. Implementing training | | WSTF/P/WRCC/5/2 (HoAGW4RP) |
| 15. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/5/1 (EWFCP) |

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| S/No. | File Name | Old Reference | New Reference |
|-------|----------------------------------|--------------------------|-----------------------------|
| 16. | | | WSTF/P/WRCC/5/2 (EWFCP) |
| 17. | Project closure | WSTF/6/P/WR&CC/HoAGW4RP | WSTF/P/WRCC/6 (HoAGW4RP) |
| 18. | | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/6 (EWFCP) |
| 19. | WRCC Matters | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/7 |
| 20. | Division minutes and resolutions | WSTF/12/WDC/GEN.CORR/192 | WSTF/P/WRCC/8 |

3.10 Human Resources Management

Table 18: Classification of Records in Human Resources Management

| S/No. | File Name | Old Reference | New Reference |
|-------|--|------------------------------|---------------|
| 1. | Human Resources Matters | | WSTF/HRM/1 |
| 2. | Staff Training | WSTF/Trainings/VO L.V/098 | WSTF/HRM/2 |
| 3. | Internship & Attachments | WSTF/4/I&A/VIL.XIII /134 | WSTF/HRM/3 |
| 4. | Staff Social Welfare | WSTF/6/WSF/045 | WSTF/HRM/4 |
| 5. | Staff Annual Performance Contracts | | WSTF/HRM/5 |
| 6. | Staff Establishment | | WSTF/HRM/6 |
| 7. | Human Resources Policies | | WSTF/HRM/7 |
| 8. | Applications for Employment | WSTF/20/AFE/VII/1 07 | WSTF/HRM/8 |
| 9. | Appointments & Nominations | | WSTF/HRM/9 |
| 10. | Subscription & Membership of Professional Bodies | New | WSTF/HRM/10 |
| 11. | Staff Pension | | WSTF/HRM/11 |
| 12. | Higher Education Loan Board | WSTF/6/HELB/1/150 | WSTF/HRM/12 |
| 13. | Public Service Commission | WSTF/6/PSC/VOL.I/ 201 | WSTF/HRM/13 |
| 14. | Salary and Remuneration Commission | WSTF/SRC/054 | WSTF/HRM/14 |

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| S/No. | File Name | Old Reference | New Reference |
|-------|--|---------------------------------|---------------|
| 15. | State Corporation Advisory Committee | WSTF/SCAC/ | WSTF/HRM/15 |
| 16. | Human Resources Circulars | WSTF/HRG/ | WSTF/HRM/16 |
| 17. | Medical Insurance | WSTF/22/MED.INS/ VOL.III/109 | WSTF/HRM/17 |
| 18. | Handing Over Taking Over | | WSTF/HRM/18 |
| 19. | Social Health Insurance Fund (SHIF) | | WSTF/HRM/19 |
| 20. | National Social Security Fund (NSSF) | | WSTF/HRM/20 |
| 21. | Gender & Mainstreaming Committee Minutes & Report | | WSTF/HRM/21 |
| 22. | Productivity Mainstreaming Committee Minutes & Reports | | WSTF/HRM/22 |
| 23. | National Values and Principles Committee Minutes & Reports | | WSTF/HRM/23 |
| 24. | Performance Management Committee Minutes & Reports | | WSTF/HRM/24 |
| 25. | Occupational Health and Safety Committee Minutes & Reports | | WSTF/HRM/25 |
| 26. | Sports and Wellness Committee Minutes & Reports | | WSTF/HRM/26 |
| 27. | HIV/AIDS & Communicable Diseases Committee Minutes & Reports | WSTF/22/HIV &AIDS/VOL.VI/110 | WSTF/HRM/27 |
| 28. | Alcohol and Drug Abuse Committee Minutes & Reports | WSTF/22/ADA/VOL .V | WSTF/HRM/28 |

3.11 Human Resources Management (Confidential)

Table 19: Classification of Confidential Records in HR Management

| S/No. | File Name | Old Reference | New Reference |
|-------|-------------------|---------------|-----------------|
| 1. | Staff Recruitment | | WSTF/HRM/CONF/1 |
| 2. | Staff Bank Loans | NEW | WSTF/HRM/CONF/2 |
| 3. | Staff Sacco Loans | NEW | WSTF/HRM/CONF/3 |

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| S/No. | File Name | Old Reference | New Reference |
|-------|-----------------------------------|---------------|-----------------|
| 4. | Human Resource Advisory Committee | WSTF/HRAC/ | WSTF/HRM/CONF/4 |
| 5. | Performance Appraisal | | WSTF/HRM/CONF/5 |
| 6. | Personal Files (Case Files) | WSTF/P.NO/ | WSTF/HRM/CONF/6 |

3.12 Administration

Table 20: Classification of Records in Administration

| S/No. | File Name | Old Reference | New Reference |
|-------|---|---------------------------|---------------|
| 1. | Transport Management | WSTF/13/MVG/VOL.V/97 | WSTF/ADM/1 |
| 2. | Motor Vehicle (Case Work Tickets Files) | WSTF/13/MVG/VOL.V/97 | WSTF/ADM/1/1 |
| 3. | Vehicle Repairs & Maintenance | | WSTF/ADM/1/2 |
| 4. | Office Accommodation | WSTF/OS/Vol.II/048 | WSTF/ADM/2 |
| 5. | Cleaning & Beverage Services | | WSTF/ADM/2/1 |
| 6. | Office Repairs & Maintenance | | WSTF/ADM/2/2 |
| 7. | Telephone Services | | WSTF/ADM/3 |
| 8. | Asset Management & Inventory Matters | WSTF/10/01&ADM/VO L.II/80 | WSTF/ADM/4 |
| 9. | Group Life Assurance | WSTF/22/GL/137 | WSTF/ADM/5 |

3.13 Records Management

Table 21: Classification of Records in Records Management

| S/No. | File Name | Old Reference | New Reference |
|-------|--------------------|---------------|---------------|
| 1. | Records Management | WSTF/RM | WSTF/RMU/1 |

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3.14 ICT

Table 22: Classification of Records in ICT

| S/No. | File Name | Old Reference | New Reference |
|-------|--|---------------------------------|---------------|
| 1. | ICT matters | WSTF/QMR/RR/54 (ICT General) | WSTF/ICT/1 |
| 2. | ICT security | NEW | WSTF/ICT/2 |
| 3. | Information Systems and applications | NEW | WSTF/ICT/3 |
| 4. | Service Level Agreements | SLAs and Contracts | WSTF/ICT/4 |
| 5. | Licenses | NEW | WSTF/ICT/5 |
| 6. | Inventory of ICT equipment and accessories | NEW | WSTF/ICT/6 |
| 7. | Repairs and maintenance | NEW | WSTF/ICT/7 |
| 8. | ICT Standard Operating Procedures | NEW | WSTF/ICT/8 |

3.15 Corporate Communication

Table 23: Classification of Records in Corporate Communication

| S/No. | File Name | Old Reference | New Reference |
|-------|--|----------------------------|-------------------|
| 1. | Strategic Communication & Workplans | NEW | WSTF/COM/1 |
| 2. | Internal Communication & Staff Engagement | NEW | WSTF/COM/2 |
| 3. | Corporate Branding & Visual Identity | NEW | WSTF/COM/3 |
| 4. | Media Engagement & Press Releases | WSTF/6/PRESS/VOL. I/ 60 | WSTF/COM/4 |
| 5. | Media Monitoring, Social Media Engagements & Reports | NEW | WSTF/COM/5 |
| 6. | Corporate Events | | WSTF/COM/6 |
| 7. | Conferences, Exhibitions, Trade Fair Shows and Delegation Visits | WSTF/15/TFE/VOL.III/103 | WSTF/COM/6/1 |

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| S/No. | File Name | Old Reference | New Reference |
|--------------|--|------------------------|----------------------|
| 8. | WaterFund Conferences | NEW | WSTF/COM/6/2 |
| 9. | Corporate Publications, Content Development & Print Collateral | NEW | WSTF/COM/7 |
| 10. | Public Relations and Stakeholder Relations | NEW | WSTF/COM/8 |
| 11. | Corporate Social Responsibility (CSR) | WSTF/6/CSR/205 | WSTF/COM/9 |
| 12. | Customer Complaints and Compliments | | WSTF/COM/10 |
| 13. | Customer Complaints Reports | WSTF/6/CS/VIII/143 | WSTF/COM/10/1 |
| 14. | Complaints Register | WSTF/QMR/RR/72 | WSTF/COM/10/2 |
| 15. | Compliments Register | WSTF/QMR/RR/74 | WSTF/COM/10/3 |
| 16. | Access to Information (ATI) | | WSTF/COM/11 |
| 17. | Access to Information Compliance Reports | NEW | WSTF/COM/11/1 |
| 18. | Access to Information Register | WSTF/QMR/RR/71 | WSTF/COM/11/2 |
| 19. | Corporate Communication Matters and Correspondences | NEW | WSTF/COM/12 |
| 20. | Customer Satisfaction | | WSTF/COM/13 |
| 21. | Customer Satisfaction Surveys | WSTF/6/CD/VOL. II/ 143 | WSTF/COM/13/1 |
| 22. | Stakeholder Feedback & Public Queries | NEW | WSTF/COM/13/2 |
| 23. | Customer Service Delivery Charter and Compliance Reports | NEW | WSTF/COM/14 |
| 24. | Document Movement Register | WSTF/QMR/RR/04 | WSTF/COM/15 |
| 25. | Resource Centre Register | WSTF/QMR/RR/67 | WSTF/COM/16 |

3.16 Supply Chain Management

Table 24: Classification of Records in Supply Chain Management

| S/No. | File Name | Old Reference | New Reference |
|-------|--------------------------------|-----------------------------|---------------|
| 1. | Procurement Plan | NEW | WSTF/SCM/1 |
| 2. | Purchase Requisition | NEW | WSTF/SCM/2 |
| 3. | Request for Quotations | WSTF/QT/01/2024-2025 | WSTF/SCM/3 |
| 4. | Request for Proposals | NEW | WSTF/SCM/4 |
| 5. | Open Tenders | WSTF/OT/WTC/01/2020-2021 | WSTF/SCM/5 |
| 6. | Restricted Tenders | WSTF/RT/AUDIT/RFP/2021-2022 | WSTF/SCM/6 |
| 7. | Direct Procurement | NEW | WSTF/SCM/7 |
| 8. | Notification Letters | WSTF/7/PR//VOL (VII)72 () | WSTF/SCM/8 |
| 9. | Purchase Orders | NEW | WSTF/SCM/9 |
| 10. | Procurement Circulars | NEW | WSTF/SCM/10 |
| 11. | Procurement matters | NEW | WSTF/SCM/11 |
| 12. | Stores Requisition | NEW | WSTF/SCM/12 |
| 13. | Inspection and Acceptance | NEW | WSTF/SCM/13 |
| 14. | Delivery & Invoices | NEW | WSTF/SCM/14 |
| 15. | Asset Disposal | NEW | WSTF/SCM/15 |
| 16. | Market Survey | NEW | WSTF/SCM/16 |
| 17. | Supplier Performance Appraisal | NEW | WSTF/SCM/17 |
| 18. | Framework Consultancy | NEW | WSTF/SCM/18 |
| 19. | Statutory Quarterly Reports | WSTF/7/PR//VOL (VII)72 () | WSTF/SCM/19 |
| 20. | Supply Chain Division Meetings | NEW | WSTF/SCM/20 |