



**MINISTRY OF GENDER, CULTURE AND
CHILDREN SERVICES**
**STATE DEPARTMENT FOR CULTURE, THE ARTS AND
HERITAGE**

**NOTICE FOR PUBLIC PARTICIPATION AND INVITATION FOR
COMMENTS ON THE PROPOSED KENYA RECORDS
MANAGEMENT POLICY, 2026**

IT IS HEREBY NOTIFIED to the general public and all stakeholders that the Ministry of Gender, Culture and Children Services has developed the Draft Kenya Records Management Policy, 2026 and wishes to invite all members of the Public to submit views or comments on the Draft.

The Draft Policy is intended to provide a comprehensive framework for the systematic creation, maintenance, access and disposal of public records across all Government entities, ensuring transparency, accountability and efficient service delivery. It mandates standardized procedures, electronic records management, capacity building and legal compliance to safeguard institutional memory and support good governance.

The Draft Policy and a Template for submission of views are available on the State Department for Culture, The Arts and Heritage website www.cultureheritage.go.ke and direct link at <https://cultureheritage.go.ke/downloads>

Written submissions may be sent via email to recordspolicy@cultureheritage.go.ke or delivered physically to the address below:

**PRINCIPAL SECRETARY,
STATE DEPARTMENT FOR CULTURE, THE ARTS AND HERITAGE
MAKTABA KUU BUILDING, 5th FLOOR
P.O. BOX 30221 – 00100 NAIROBI**

The call for submissions/comments will run until **24th June, 2026 at 5:00 pm**
Physical public engagements meetings will be conducted in the following regions across the Country and all stakeholders and members of the public are encouraged to attend as per the schedule below:

Region	Venue	Date	Date
Western Cluster 1: Kakamega, Bungoma, Vihiga and Busia	Magharibi Social Hall-Kakamega	16 th June 2026	9:00 am – 12:00 noon
Coast Cluster 2: Mombasa, Kwale, Taita Taveta, Kilifi, & Lamu	Tononoka Social Hall- Mombasa	19 th June 2026	9:00 am – 12:00 noon
South Rift Cluster 3: Nakuru, Kericho, Narok, Bomet, Baringo, Samburu and Nyandarua	Old Town Social Hall-Nakuru	19 th June 2026	9:00 am – 12:00 noon
Eastern Cluster 4: Embu, Tharaka Nithi, Meru, Isiolo and Marsabit	Talent Academy - Embu	19 th June 2026	9:00 am – 12:00 noon
Central Cluster 5: Nyeri, Kirinyaga, Muranga and Laikipia	Nyeri Cultural Centre	16 th June 2026	9:00 am – 12:00 noon
North Rift Cluster 6: Uasin Gishu, Turkana, West Pokot, Elgeyo Marakwet, Trans Nzoia and Nandi	Home Craft Social Hall (Pioneer)- Eldoret	16 th June 2026	9:00 am – 12:00 noon
Nyanza Cluster 7: Kisumu, Siaya, Homabay, Migori, Kisii and Nyamira	Mama Grace Onyango Social Hall-Kisumu	19 th June 2026	9:00 am – 12:00 noon
North Eastern Cluster 8: Garissa, Wajir, Mandera and Tana River	Garissa Library	16 th June 2026	9:00 am – 12:00 noon
Nairobi Cluster 9: Nairobi County, Makueni, Kiambu, Kajiado, Kitui and Machakos	National Museums of Kenya	23 rd June 2026	9:00 am – 12:00 noon
National Validation Workshop Hybrid National Validation Workshop Hybrid (Physical + Virtual)	Sanaa Hall, Maktaba Kuu Building, Ngong road, Nairobi	30 th June 2026	9:00 am – 12:00 noon