FEE STRUCTURE

	Fulltime, Evening & Weekends	Distance Learning
Tuition Fees Per Semester	**Kshs.**	**Kshs.**
Tuition Fees (6 Courses)	18,500	15,500 (Inclusive of study materials)
Administrative Charges Per Semester	**Kshs.**	**Kshs.**
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	2,000	2,000
ICT	2,000	2,000
Students Association (GUSA)	700	700
Exam Fee	3,000	3,000
One-Time Administrative Charges	**Kshs.**	**Kshs.**
Student ID Card	500	500
Facilities Maintenance Fee	2,000	2,000
Caution Money (Refundable)	2,000	2,000
Other Charges	**Kshs.**	**Kshs.**
Field Attachment Assessment	5, 700	5,700

Total Fees Per Semester (Exclusive of Accommodation and Food)

YEAR 1				YEAR 2	
Semester I		Semester II		Semester III	
Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)	Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)	Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)
34,700	29,200	30,200	24,700	30,200	24,700

YEAR 2	
Semester IV	
Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)
5,700	5,700

ACCOMODATION & MEALS

- Self Contained Rooms (4 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 30,000 per Semester
- Self Contained Rooms (6 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 28,000 per Semester
- General rooms (Washroom facilities outside the rooms) inclusive of break, lunch and supper = Ksh 26000 per Semester.

GRETSA UNIVERSITY MAIN LIBRARY

FOR MORE INFORMATION PLEASE CONTACT

The Students Recruitment & Admissions Office

Gretsa University

P.O Box 3-01000

Thika, Kenya.

Tel :   +254 711 949006, + 254 712 959293

E-Mail: admission@gretsauniversity.ac.ke

info@gretsauniversity.ac.ke

Website: www.gretsauniversity.ac.ke

Or

SMS the word GRETSA to 20133 free of charge

Or

Visit our Main Campus Offices located at Thika Town Along Thika-Garissa Road

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GRETSA UNIVERSITY

Quality Education for the Real World

DEPARTMENT OF LIBRARY

&

INFORMATION SCIENCE

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT

Gretsa University Library Vision
To be a world-class modern information resource centre that supports, learning research and innovation.

Gretsa University Library Mission
To establish and sustain creative and innovative information service in support of the university mission of teaching, learning, research, outreach and partnership in a globally dynamic learning environment.

Please Visit our website at: **www.gretsauniversity.ac.ke**

Effective Date: January 2026

OVERALL GOAL OF THE PROGRAMME

Efficient management of records and archives is vital for organizational accountability, continuity, and evidence-based decision-making. The **Diploma in Records and Archives Management** is designed to equip learners with practical skills and professional competencies in creating, managing, preserving, and securing records across their entire lifecycle.

The programme integrates best practices and emerging trends in the field, delivered by experienced industry practitioners. Key areas of focus include records classification and appraisal, electronic records and content management, archives preservation and conservation, information governance, and records and archives security.

This programme is ideal for individuals seeking to begin a career in records and archives management, as well as professionals in administrative, clerical, and information management roles who wish to upgrade their skills. Graduates will be well-prepared to support organizations in implementing efficient, compliant, and technology-driven records and archives management systems.

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CORE PROGRAMME LEARNING OUTCOMES

On completion of the course, students will be able to:

- Apply theoretical and functional knowledge of concepts and value of records management.
- Conduct records and information assessment of an organization.
- Develop and implement strategic plan for effective retention, protection and archiving of organizational records meeting legal requirements and using best storage media options.
- Strike a balance between organization's paper and electronic records.
- Organize and control records using standard terminology and classification systems.
- Establish guidelines for developing, photocopying, accessing and preserving vital organ

CAREER PROSPECTS

Holder of Diploma in Records and Information Technology may pursue careers in:

- **Archives**: Institutions established by government and corporate organizations for preserving records with permanent value.

- **Government ministries and departments**: most of Government's Ministries and Departments have an operational registry e.g parliament, Judiciary, KRA, etc which create opportunities for Records and Information Technology graduates

- **Private sector**: almost all organizations such as Banks, Law farms, Insurance firms, NGO's etc. Have an operational registry where organizational records are stored and managed from

- **Learning institutions:** learning institutions especially Colleges and Universities usually engage the services of qualified records and information managers to help manage students and staff records among other institutional records

PROGRAMME DURATION

The duration of the programme is 4 semesters.

ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

KCSE Mean Grade of C- (Minus) or equivalent certificate in Information Science from Gretsa University or any other recognized institution**.**

GRADING OF COURSES

Each unit is graded out of 100 marks as follows:

CLASSIFICATION OF THE DIPLOMA

Overall Average Mark	Grade
70% and above	A
60% to below 70%	B
50% to below 60%	C
40% to Below 50%	D
Below 40%	Fail

The diploma shall be classified as follows, based on the cumulative

Overall Average Mark	Grade
70% and above	A
60% to below 70%	B
50% to below 60%	C
40% to Below 50%	D
Below 40%	Fail

average marks

PROGRAMME STRUCTURE

Semester I

Course	Code	Course Title
GUCC	010	Introduction to Computer application skills
GUCC	011	Effective Communication Skills
DIRM	010	Registry & Archives Management
DIRM	011	Knowledge Management
DIRM	012	Arrangement & Description of Archives
DIRM	013	Business Information Needs & Analysis

Semester II

Course	Code	Course Title
DIRM	014	Principles of Indexing
DIRM	015	Preservation of Information Materials
DIRM	016	Digitization of Records & Archival Materials
DIRM	017	Marketing of Records & Archival Services
DILS	022	Information Science Research Methods

Semester III

Course	Code	Course Title
DBCC	020	Essentials of Entrepreneurship
DIRM	020	Database Management
DIRM	024	Health Records Management
DIRM	026	Electronic Records Management & Systems
DILS	028	Introduction to Information Literacy & Ethics
DILS	029	Information Science Research Project

Semester IV

Course	Code	Course Title
DILS	035	Field Attachment