



**Kenya Bureau of
Standards**
Standards for quality life

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REF: KEBS/STA/6/8/49

Date: 2018-10-15

TO: All Stakeholders

Dear Sir/Madam,

**INVITATION TO A WORKSHOP ON INFORMATION AND RECORDS MANAGEMENT
(22-23 NOVEMBER 2018)**

The Kenya Bureau of Standards (KEBS) is organizing a two-day workshop on the 22nd and 23rd November 2018 in Mombasa city. The theme of the workshop is: **Metadata for Records Management**

KEBS mandate includes bringing together stakeholders who develop and use standards and standards-based solutions aimed at improving the quality of life for all Kenyans.

Metadata management is a critical component of electronic records management. Many organizations are struggling with digitization and automation of processes which would naturally require management of born-digital records. Understanding how metadata management for records is implemented in electronic environment is crucial for success.

Standards on metadata and records management will be available for acquisition.

The purpose of this letter is to invite you to nominate **ONE** suitable participant to attend the workshop. The nominees are to fill the attached registration form and email it back to rachuonyom@kebs.org and kerubod@kebs.org not later than 19th November 2018.

KEBS will meet the cost of the conference facilities; however the participants are expected to meet their travel and accommodation costs.

The workshop will take place at **KEBS Mombasa Office**, located along **Nkrumah road**, opposite Mount Kenya University in Mombasa city.

Please find attached the program for your information.

Yours faithfully,

Samson Ombok

AG.DIRECTOR- STANDARDS DEVELOPMENT AND TRADE

MR/dkn

Encl: Attchd.