

COMPANY

**Uganda
Registration
Services Bureau**



INDUSTRY

**Business
Registration**

Location

Kampala Uganda

Project

**File Census and
Re-organization
of Business
Registry**

CASE STUDY

Uganda Registration Services Bureau is an autonomous statutory body established by Chapter 210 Laws of Uganda in 1998. The Bureau was created to take over the functions of the Registrar General's Office under the Ministry of Justice and Constitutional Affairs. The URSB Act came into force on the 16th of August, 2004 and the self-Accounting status was granted in July, 2010. The bureau is governed by the Board of Directors and the Chief Executive Officer who is the Register General.

In accordance to some of its functions such as Carry out all registrations required under the relevant laws, Maintain registers, data and records on registrations affected by the bureau and to act as a clearing house for information and data on those registrations, URSB undertook a Project of File Census and Re-organization of records at the Uganda Registration Services Bureau.

This project came in to enable the Bureau organize and have a file count of all the files/records in its custody and make easy and good the storage and retrieval of rehabilitated and well filed documents.

With the increasing need for Business and Civil Registration dynamism in record management and planning, Records

ABOUT COSEKE

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management and storage was more pronounced.

On Realizing that she needed a proper and advanced records management system, URSB contracted the services of COSEKE UGANDA LIMITED for a more effective solution for managing its wide array of records and documents. **Coseke Uganda Ltd** developed a software that is currently being used for file tracking and she offered Training to Registry Staff on file organization and tracking systems, Coseke also Provided technical advice to the staff on document handling and arrangement, she Developed document procedures and practices to be followed by records assistants reorganizing the records.

Fast and constant retrieval that takes less than 30 minutes to access a file by URSB staff has increased productivity. "URSB did not have a standardized system in place for storing and handling of the records, but after the implementation of the project by COSEKE it has been a great transformation for the bureau in the execution of her activities hence serving the public even better.

Uganda Registration services bureau currently bosses of a well-organized Registry which has improved efficiency of their staffs production and services to the public. This has seen the institution enjoy more profits.

COSEKE TEAM EXECUTING THE PROJECT ACTIVITIES

