

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

MSC IN LIBRARY AND INFORMATION SCIENCE

STAGE II FIRST SEMESTER DECEMBER 2005 SUPPLEMENTARY EXAMINATIONS

ILI 5109 ADVANCED RECORDS MANAGEMENT

TIME: 3 HOURS + 30 MIN READING

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS.
 2. EACH QUESTION CARRIES 25 MARKS.
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1. Discuss the reason for the apparent neglect of records management in public sector institutions in some African countries. What have been the consequences of this neglect? [25 marks]
2. How does the "records continuum" concept help in an understanding of the records life cycle? [25 marks]
3. What is the role of records appraisal in the life cycle management of records in any organization? [25 marks]
4. What factors do you consider to be the main threats to the survival of records in Zimbabwe? What steps should be taken to eliminate or minimize the effects of these threats? [25 marks]
5. Discuss some of the advantages that could result from automating an organisation's records management functions. [25 marks]
6. Discuss the major factors you would take into account when setting up a system to manage electronic mail for your organization. [25 marks]

END OF PAPER