

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 OCTOBER 2005 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.
-

1. Discuss how the form, content and context of a record is important in how records are managed. [25 marks]
2. Discuss the main factors in the management of current records, and how these factors relate to the records' life cycle. [25 marks]
3. "Disposal without prior appraisal is an unsound practice, and may in fact be unlawful." Discuss this statement in the context of a sound appraisal process [25 marks]
4. What are the main elements in an emergency plan for records, and how would you incorporate them into a plan in which fire and flood water are your major threats. [25 marks]
5. "Automation projects cannot be planned for in isolation from the organisation's mandate, mission, functions, resources, and other systems." Discuss. [25 marks]
6. Define electronic records, and outline the major problems associated with managing them. [25 marks]

END OF PAPER