

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**MASTER OF SCIENCE DEGREE IN LIBRARY AND INFORMATION SCIENCE**

**STAGE II FIRST SEMESTER NOVEMBER 2012 EXAMINATIONS**

**ILI 5109: ADVANCED RECORDS MANAGEMENT**

**TIME: 3 HOURS**

**Instructions to candidates**

1. Answer any four (4) questions.
  2. Each question carries 25 marks.
  3. Importance is attached to accuracy, clarity of expression and legibility of handwriting.
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- 1.1 Explain why electronic records management has become topical. [10 marks]
- 1.2 Critically assess the major problems associated with managing electronic records. [15 marks]
2. Discuss how the life cycle continuum and the hybrid models are important in the management of records. In your answer, identify the most appropriate model for the activity and give reasons for your choice. [25 marks]
- 3.1 Assess the weaknesses and strengths of the National Archives of Zimbabwe Act (1986). [15 marks]
- 3.2 With reference to 3.1 above, suggest areas in which, you think, require improvement and give recommendations. [10 marks]
4. Discuss how context, structure, content and form are important in the management of records. [25 marks]
5. Records and archival appraisal methodologies have changed significantly in the face of changing technologies. Discuss. [25 marks]
- 6.1 Assess the factors that you consider to be the main threats to the survival of records in the public sector in Zimbabwe. [15 marks]
- 6.2 With reference to 6.1 above, indicate steps that should be taken to eliminate or minimise the effects of the threats. [10 marks]

***END OF PAEPR***