

**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 JANUARY 2013 SUPPLEMENTARY  
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. “Disposal without appraisal is an unsound practice, and may in fact be unlawful.”  
Discuss this statement in the context of a sound appraisal process. [25 marks]
2. Critically discuss how the life cycles 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. Discuss the reasons for the neglect of records management in public institutions in some African countries showing the consequences of this neglect. [25 marks]
- 4.1 Identify and assess the major challenges brought about by the advent of electronic records. [15 marks]
- 4.2 Discuss possible solutions for the challenges that you identified in 4.1 above. [10 marks]
- 5 Discuss the main systems analysis techniques in records management, illustrating how they help to improve effectiveness and efficiency. [25 marks]
- 6.1 Assess the weaknesses and strengths of the National Archives of Zimbabwe Act (1986). [15 marks]
- 6.2 With reference to 6.1 above, suggest areas in which, you think, require improvement and give recommendations on how they can be improved. [10 marks]

***END OF PAPER***