



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
ADVANCED RECORDS MANAGEMENT
ILI 5109

First Semester Examination Paper

November 2015

This examination paper consists of 2 pages

Time Allowed: 3 hours

Total Marks: 100

Examiner's Name: Mr S. Chabikwa

INSTRUCTIONS

1. Answer any four (4) questions.
2. Give equal time to all questions you choose.
3. Each question carries 25 marks.
4. Importance is attached to clear presentation of ideas, good expression and legibility of handwriting.

MARK ALLOCATION

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

1. Critique the applicability of the records continuum model for the management of records within a hybrid record keeping environment. [25 marks]
2. Given the scope of records management legislation in Zimbabwe, critically discuss the extent to which the legislation(s) have promoted or otherwise curtailed access to public records at the National Archives of Zimbabwe. [25 marks]
3. With reference to situational examples, examine the importance of ethical and professional conduct in the management of records. [25 marks]
4. With reference to specific classification schemes and filing procedures, analyse the scope for their application across decentralised record-keeping systems. [25 marks]
5. Critique the notion that traditional appraisal approaches are untenable for the appraisal of electronic records and recommend a remedial appraisal approach that would address the challenge of appraising electronic records today. [25 marks]
6. Imagine you are an Information Security consultant and you have been contracted to design a vital records emergency plan for Telecel Zimbabwe (Private Limited), a mobile communications corporate organisation. Develop the vital records plan outlining key aspects in the plan which would identify and mitigate against the risks to its vital records. [25 marks]