



**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 2016**

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**

<b>QUESTION</b>	<b>MARKS</b>
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

1. With reference to situational examples, examine the importance of ethical and professional conduct in the management of records. [25 marks]
2. Debate 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]
3. Discuss how an organisation can balance its business requirements with legal obligations when disposing records. [25 marks]
4. With reference to existing theories-models evaluate with illustration the role of theory in informing practice in records management. [25 marks]
5. Discuss how you would conduct a records management project of your choice, justify every stage that you will be involved in and reveal the benefits of such a project. [25 marks]
6. The purpose of Archival Informatics is to improve accessibility of material and collections. Discuss the main challenges faced in encouraging access to archival materials and show how they can be addressed from a records management perspective. [25 marks]