NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I FIRST SEMESTER 2013 SUPPLEMENTARY EXAMINATIONS

IRA 1104 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1.   ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
2.   EACH QUESTION CARRIES **25 MARKS**

1.   Discuss the view that, 'Organisations are waking up to the fact that a fragmented approach to looking after corporate information…is no longer sustainable and is exposing the organisation to risks at both an operational and corporate level' (Waldron, 2008).

[25 marks]

2.   Discuss how you would design and implement a records management system in an organisation of your choice.

[25 marks]

3.   Evaluate the ways in which internet technology can effectively and efficiently assist in improving records management in an organisation.   **[25 marks]**

4.   The records life cycle provides the greatest potential for effective management of recorded information, where records are held in paper form. Discuss.   **[25 marks]**

5.   You have been appointed as the records manager in a registry and your prime task is to design formal guidelines that you would follow so as to regulate access to records. Outline and describe the steps you would take to design the records access and security policy.   **[25 marks]**

6.   Records managers and Information Technology (IT) managers should work together to ensure that records generated, stored, and processed in electronic systems are managed properly. Discuss.

[25 marks]

END OF PAPER