

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 DECEMBER 2013 EXAMINATIONS

IRA 1104 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE** IS COMPULSORY.
 2. ANSWER ANY **THREE** QUESTIONS FROM SECTION B.
 3. EACH QUESTION CARRIES **25 MARKS**
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SECTION A

1. Discuss the goals of a Records Management Programme (RMP) and clearly explain how you would achieve this in an organisation of your choice. [25 marks]

SECTION B

2. Compare and contrast the Records Life Cycle and Records Continuum Theories. [25 marks]
3. Discuss the following terms in relation to records management:
 - a) Records Classification [5 marks]
 - b) Records Appraisal [5 marks]
 - c) Records Inventorying [5 marks]
 - d) Metadata [5 marks]
 - e) Records Disposal [5 marks]

[Total 25 marks]

4. Give a critical justification of the existence of a records management office within any organisation of your choice. [25 marks]

5. a) Discuss the following principles of records management:
- i) Original order [5 marks]
 - ii) *Respect des fonds* [5 marks]
 - iii) Provenance [5 marks]
- b) How relevant are these principles in the current digital age? [10 marks]
- [Total 25 marks]

6. Discuss the following terms key to records management
- a) Transparency [5 marks]
 - b) Accountability [5 marks]
 - c) Security [5 marks]
 - d) Efficiency [5 marks]
 - e) Litigation [5 marks]
- [Total 25 marks]

END OF PAPER