

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 SUPPLEMENTARY EXAMINATIONS 2014

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. How relevant is the records life cycle in the current digital age? [25 marks]

SECTION B

2. "The registry is the nerve-centre of information processing in an organisation". Discuss this assertion in relation the functions and operations of a registry. [25 marks]
3. Discuss the following terms in relation to records management:
 - a) File Coding [5 marks]
 - b) Records Scheduling [5 marks]
 - c) Records Inventorying [5 marks]
 - d) File Plan [5 marks]
 - e) Retention and Disposal [5 marks]

[Total 25 marks]

4. "One of the justifications for a records management programme is to foster accountability." In light of this statement discuss other reasons for a records management programme in an organisation of your choice.

[25 marks]

5. a) Outline the storage conditions appropriate for the following records media:

- i) Paper [5 marks]
- ii) Optical disks [5 marks]
- iii) Magnetic tapes [5 marks]
- iv) Computer hard drives [5 marks]
- v) USB flash drives [5 marks]

[Total 25 marks]

6. Discuss the following terms key to records management

- a) Good governance [5 marks]
- b) Rule of law [5 marks]
- c) Precedents [5 marks]
- d) Effectiveness [5 marks]
- e) Corporate memory [5 marks]

[Total 25 marks]

END OF PAPER