NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART ISECOND SEMESTER EXAMINATIONS APRIL 2014

IRA 1203 PRINCIPLES AND TOOLS FOR INFORMATION STORAGE, RETRIEVAL AND ACCESS

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY FOURQUESTIONS FROM THE FOLLOWING.
2. EACH QUESTION CARRIES A TOTAL OF 25 MARKS.

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1. a) Redraw the information retrieval model proposed by Hiemstra and Baeaza-Yates (2009) belowand insert the missing information in the appropriate data or process field.
   Query; Indexing; Query formulation; Matching; Indexed documents. [10 marks]

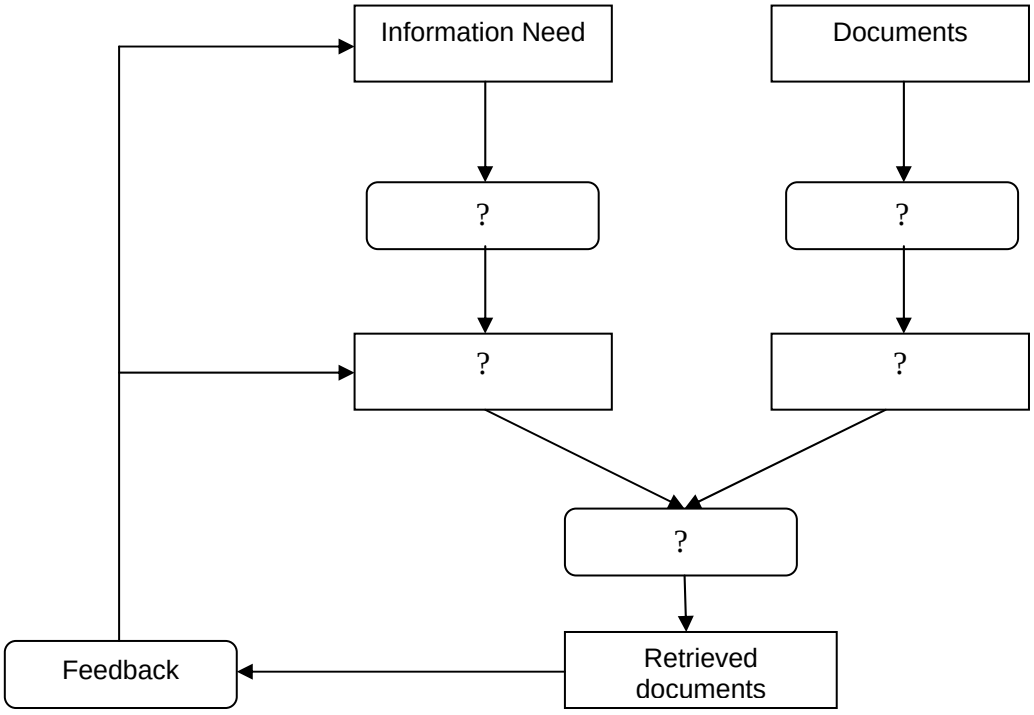

*Figure 1. Information Retrieval Processes (*Hiemstra, and Baeza-Yates, 2009)

b) Contrast the three (3)benefits and three (3) challenges of automatic indexing [15 marks]

[Total 25 marks]

2. a) Compare and contrast manual catalogue systems with computerised catalogues for the management of current records. [12 marks]

   b) Can a records offices function without a records series index? Give reasons to justify your answer. [13 marks]

   [Total 25 marks]

3. Explain the following terms as they are used in information retrieval:

   a) Precision [5 marks]

   b) Recall [5 marks]

   c) Fall-out [5 marks]

   d) Relevance ranking [5 marks]

   e) Utility ranking [5 marks]

   [Total 25 marks]

4. Using examples, distinguish faceted and enumerative classificationschemes for the management of current records. [25 marks]

5. Discuss the challenges and opportunities associated with the storage of electronic records in a computerised recordkeeping system. [25 marks]

6. Recommend any five physical storage considerations that must be adhered to for the effective storage of paper-based records for a typical government registry. [25 marks]

END OF PAPER