

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I SECOND SEMESTER EXAMINATIONS APRIL 2014

IRA 1205 RECORDS MANAGEMENT II

## INSTRUCTIONS TO CANDIDATES

1. ANSWER **FOUR** QUESTIONS FROM THE FOLLOWING.
2. EACH QUESTION CARRIES A TOTAL OF **25 MARKS**.

1. Discuss the major elements of a viable business records management programme for any named local government authority. **[25 marks]**

2. What might be the legal implications associated with the management of health records in Zimbabwe. **[25 marks]**

3. You have been asked to design a vital records management programme for the National University of Science and Technology registry. Explain how you would go about the exercise **[25 marks]**

4. Examine the role of architectural records in government departments. **[25 marks]**

5. Explain the specific features of personnel records that distinguish them from other types of records **[25 marks]**

6. Should the National Archives of Zimbabwe prefer macro-based approach to records appraisal over the micro-based approach? Give reasons to justify your arguments. **[25 marks]**

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