

# 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 SUPPLEMENTARY EXAMINATIONS 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. With reference to a particular organisation of your choice, assess the value and significance of legal records. [25 marks]
2. Explain the essence of viable financial records management in a university setup. [25 marks]
3. You have been tasked to design a retention and disposal schedule for managing hospital records at a central hospital of your choice. How would you go about the exercise? [25 marks]
- 4.a) What are the characteristics of photographic records? [15 marks]
- b) using an institution of your choice, explain the role of photographic records. [10 marks]
- [Total 25 marks]
5. Evaluate the applications and implications of access to health records. [25 marks]
6. What are the major elements of a viable business records management programme for any named local government authority? [25 marks]

END OF PAPER