

# 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 MAY 2008 EXAMINATIONS

IRA 1206 COMPUTER APPLICATIONS IN RECORDS AND ARCHIVES MANAGEMENT

**TIME: 3 HOURS**

## **INSTRUCTIONS TO CANDIDATES**

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
2. EACH QUESTION CARRIES **25 MARKS**

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1. Explain the following terms in relation to the storage and maintenance of records:
    - a). Imaging [5 marks]
    - b). Microfilming [5 marks]
    - c). Scanning [5 marks]
    - d). Migration [5 marks]
    - e). The Open Archive Initiative [5 marks][Total 25 marks]
  2. Discuss the role of information technology in a records and archives management perspective. [25 marks]
  3. Highlight some of the Records and Archives Management operations that can be computerized and challenges associated with such an exercise. [25 marks]
  4. Identify and briefly discuss any five-computer applications in the creation, organisation and maintenance of records. [25 marks]
  5. Examine the merits and demerits of integrated software systems. [25 marks]
  6. Outline and discuss the steps to follow or to consider when automating a registry or archival entity of your choice. [25 marks]

**END OF PAPER**