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 JUNE 2008 SUPPLEMENTARY 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. Outline and discuss the steps to follow or to consider when automating a registry or archival entity of your choice. **[25 marks]**

2. 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]

3. "Long-term digital preservation of both paper and electronic records is not feasible because of the instability of e-media and dynamism of the second environment". Discuss.

   [25 marks]

4. Briefly elaborate the concept of Encoded Archival Description and examine its importance in management.
   [25 marks]

5. Define the following terms in relation to access and retrieval:
   a) Access registers **[5 marks]**
   b) Automated finding aids **[5 marks]**
   c) Migration **[5 marks]**
   d) Electronic Archiving **[5 marks]**
   e) The Open Archive Initiative **[5 marks]**
   [Total 25 marks]

6. Giving an example, state and describe the two broad types of security applications.

   [25 marks]

END OF PAPER