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 AUGUST 2009 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**

---

1. Discuss the opportunities and challenges that mobile technology and new wireless tools pose for records management in the digital age.

   [25 marks]

2. Automation is not new; it is simply new technology for work processes the business environment has always advanced itself for. Discuss the statement and highlight why computerisation in records management requires astute planning for success.

   [25 marks]

3. Define the following terms:
   a) Electronic Record   [5 marks]
   b) Metadata   [5 marks]
   c) Standardised Mark-up Language (SGML)   [5 marks]
   d) eXtensible Mark-up Language (XML)   [5 marks]
   e) Hypertext mark-up Language (HTML)   [5 marks]

   [Total 25 marks]

4. As the digital archivist, assess critically and explain the different options available for acquiring computer software for an automation programme.

   [25 marks]

5. Explain the major aspects to be considered when evaluating a records management software product that will suit the requirements for computerisation in a registry.

   [25 marks]

6. Describe the major computer hardware technical specifications that are critical for optimum performance of a records management software application of your choice.

   [25 marks]