

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 SEPTEMBER 2009 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**

1. Define the following terms with respect to records management:
 - a) Standardised General Mark-up Language (SGML) [5 marks]
 - b) Hypertext Mark-up Language (HTML) [5 marks]
 - c) Administrative Metadata [5 marks]
 - d) Descriptive Metadata [5 marks]
 - e) Structural Metadata [5 marks]

[Total 25 marks]
2. As the registrar, justify and without bias advocate a proposal for computerisation of your registry's functions. [25 marks]
3. Discuss the implications of poor training in the use of computing technology in the management of electronic records and digital archives. [25 marks]
4. Critically explain the computer software acquisition options available to a records center that is planning to automate its records management processes and activities. [25 marks]
5. Describe suggest strategic measures for the logical and physical security of electronic records in online databases and servers. [25 marks]
6. Discuss the advantages and disadvantages of Microsoft's Access database application as a software program for records management. [25 marks]

END OF PAPER