NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II FIRST SEMESTER JANUARY EXAMINATIONS 2013

IRA 2103 MANAGEMENT OF ELECTRONIC RECORDS I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION ONE IN SECTION A IS COMPULSORY.
2. ANSWER ANY OTHER THREE QUESTIONS IN SECTION B.
3. EACH QUESTION CARRIES A TOTAL OF 25 MARKS.

SECTION A

1. a) Explain any five features that distinctively describe an electronic record.

   [10 marks]

   b) Does the National Archives of Zimbabwe Act (1986) definition of a record also cater for the electronic record? Give reasons to support your answer.

   [15 marks]

   [Total 25 marks]

SECTION B

2. Is the electronic record a reliable medium for the storage of information as compared to paper? Use relevant examples to justify your answer.   [25 marks]

3. Explain the following terms used in metadata recordkeeping:
   a) 'contextual metadata,'   [5 marks]
   b) 'content metadata,'   [5 marks]
   c) 'use metadata,'   [5 marks]
   d) 'structural metadata' and   [5 marks]
   e) 'terms and conditions metadata.'   [5 marks]

   [Total 25 marks]

4. Compare and contrast between the digital versatile disc and the blue-ray disc as optical media for offline storage of electronic records. **[25 marks]**

5. a) Explain any four software threats that may endanger the integrity, continued access and reliability of electronic records. **[12 marks]**

   b) Suggest possible solutions to avert or remedy each of these threats. **[13 marks]**

   [Total 25 marks]

6. Discuss the importance of training recordkeeping staff in the use of computing technology in the management of electronic records. **[25 marks]**

END OF PAPER