

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II SUPPLEMENTARY EXAMINATIONS 2013

IRA 2103 MANAGEMENT OF ELECTRONIC RECORDS I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. To what extent has the National Archives of Zimbabwe Act (1986) adequately catered for the identification and management of electronic records generated by the public sector in Zimbabwe. Give reasons for your answer. [25 marks]
2. Explain on the following optical media used in the storage of electronic records:
 - a) CD – ROM disc. [5 marks]
 - b) CD – RW disc. [5 marks]
 - c) DVD disc. [5 marks]
 - d) HD DVD disc. [5 marks]
 - e) Blue ray disc. [5 marks][Total 25 marks]
3. Explain the importance of metadata in the creation and access to electronic records. [25 marks]
4. Discuss the challenges experienced in the storage of electronic records and suggest measures that can be undertaken to ensure their long-term storage. [25 marks]
5. Electronic records have presented more problems than solutions to recordkeeping systems in organisations today. Discuss. [25 marks]
6. Discuss the access and security measures that are employed in both centralised and decentralised recordkeeping systems for electronic records. [25 marks]

END OF PAPER