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 DECEMBER EXAMINATIONS 2013

IRA 2103 MANAGEMENT OF ELECTRONIC RECORDS

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1.   QUESTION ONE IN SECTION A IS COMPULSORY AND CARRIES A TOTAL OF 40 MARKS.
2.   ANSWER ANY OTHER THREEQUESTIONS IN SECTION B.
3.   EACH QUESTION IN SECTION BCARRIES A TOTAL OF 20 MARKS.

SECTION A

1. Assume you are a recordkeeping expert in an internal auditing committee for a large organisation. Recommend a list of strategies that can be implemented to rescue a series of electronic records that are still valuable to the organisation for their financial and statistical information but were created and used under the following conditions:

    i.   Text-based documents on floppy diskettes created using Microsoft Word Star (1998).

    [10 marks]

    ii.   Personnel records of staff on Zip disks created using Microsoft Dbase4 Pro (1997).

    [10 marks]

    iii.   Audited ledger accounts on P2 desktop hard drives for the period 1995 - 2000 created using Accu-Vault (1995) spreadsheet software from Naster Software Corp.

    [10 marks]

    iv.   Business emails on P2 desktop computers of the Executive Board members created using Email Box8 (1997) email software from Naster Software Corp.   [10 marks]

    [Total 40 marks]

SECTION B

2. Compare and contrast compact disc (CD) and digital versatile discs (DVD) for the storage of offline electronic records. **[20 marks]**

3. Explain the following terms as they are applied in the management of electronic records:

    i.   Metadata.   **[5 marks]**
    ii. eXtensible Markup language   **[5 marks]**
    iii. Backup   **[5 marks]**
    iv. Encapsulation.   **[5 marks]**
                                                          [Total 20 marks]

4. a) Explainany four types of threats affecting the logical security of electronic records.
                                                          [8 marks]

    b) Recommend any four suitable strategies that can be employed by a typical small organisation to effectively deal with threats posed to electronic records. **[12 marks]**
                                                          [Total 20 marks]

5. Using relevant examples, explain why traditional appraisal approaches for paper records are not equally applicable to electronic records. **[20 marks]**

6. Discuss the assertion that electronic records will completely replace paper and other tangible formats of records in government record offices and registries.
                                                          [20 marks]

END OF PAPER