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 2014

IRA 2103 MANAGEMENT OF ELECTRONIC RECORDS

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS.
2. EACH QUESTION CARRIES **25 MARKS**.

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1. Discuss the opportunities and challenges of adopting a singlestrategy for the management of online and near-line electronic records. **[25 marks]**

2. a) Explain the following types of metadata:
    i.   administrative metadata **[5 marks]**
    ii.   technical metadata **[5 marks]**
    iii.   resource discovery metadata **[5 marks]**

    b) Explain any five advantages of capturing the above types of metadata in the management of electronic records. **[10 marks]**

    [Total 25 marks]

3. Compare and contrast magnetic tape and optical media for the storage of electronic records. **[25 marks]**

4. Discuss the strengths and weaknesses of using emulation as a preservation strategy to ensure the long-term access to electronic records. **[25 marks]**

5. Discuss the importance of training and skills development in the use of modern computer technologies for records managers and archivists for the management of electronic records. **[25 marks]**

6. To what extent has the National Archives of Zimbabwe Act (1986) adequately addressed the identification and treatment of electronic records in the public sector? Give reasons to justify your answer. **[25 marks]**

END OF PAPER