

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 2012

IRA 2104 MANAGEMENT OF REGISTRIES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. Explain the advantages and disadvantages of centralised and decentralised recordkeeping systems. [25 marks]

2. a) Define a records inventory. [5 marks]
b) Explain any **five** objectives of a typical records inventory. [10 marks]
c) Justify why carrying out periodic records inventories within the registry is important for the management of current records in an organisation. [10 marks]
[Total 25 marks]

3. (a) Define the following:
(i) Classification of records. [5 marks]
(ii) Indexing of records. [5 marks]
(b) With reference to a classification system of your choice, explain its strengths and weaknesses for the intellectual control of current records in a registry system. [15 marks]
[Total 25 marks]

4. a) Compare and contrast vertical filing cabinets with lateral filing cabinets. [12 marks]
b) Explain the measures essential for security of current records in a filing storage system for a registry of your choice. [13 marks]
[Total 25 marks]

5. Explain the standard procedures that must be adhered to in the following disposal actions for current records in a typical registry:
- a) Disposal by transfer [10 marks]
 - b) Disposal by destruction [15 marks]
- [Total 25 marks]
6. Discuss the benefits and trade-offs of registry system planners using workflow tools in the design of current records management systems. [25 marks]

END OF PAPER