

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II JULY 2013 SUPPLEMENTARY EXAMINATIONS

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. Discuss the essential functions and responsibilities of the registry unit in the management of current records in an organization of your choice. [25 marks]
2. a) Explain the four security classification measures for current records. [12 marks]
b) Describe additional measures that can be employed to enhance the security and controlled access to electronic records in a registry. [13 marks]
[Total 25 marks]
3. a) With the aid of an illustration, explain what is meant by a Data Flow Diagram (DFD). [5 marks]
b) Differentiate between physical and logical data flow diagrams. [8 marks]
c) Justify the importance of process modelling in the design of registry systems. [12 marks]
[Total 25marks]
4. Outline the main objectives of a records inventory and explain the procedures that are followed in a typical records inventory exercise for an organisation of your choice. [25 marks]

5. Can public service registries be automated without the training of recordkeeping staff? Give reasons for your answer. **[25 marks]**
6. a) Explain the merits and demerits of paper-based records for the documentation of information in registries. **[13 marks]**
b) What implications will registries face if they continue to rely on paper-based records alone in the future? Give reasons to support your answer. **[12 marks]**
- [Total 25 marks]**

END OF PAPER