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 SEMESTERDECEMBER 2013 EXAMINATIONS

IRA 2104 MANAGEMENT OF REGISTRIES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1.   QUESTION ONE IN SECTION A IS COMPULSORY.
2.   ANSWER ANY OTHER THREEQUESTIONS IN SECTION B.
3.   EACH QUESTION CARRIES A TOTAL OF 25 MARKS.

SECTION A

1. With reference to a large organisation of your choice, explain the advantages and disadvantages of adopting a decentralised registry system for the management of its current records.

[25 marks]

SECTION B

2. Explainthe five core functions and responsibilities of a typical registryas proposed by Roper and Millar (1999).   **[25 marks]**

3. Using relevant examples, explain how current records can be managed at the secondary level of control.   **[25 marks]**

4. a) Briefly explain the following types of files used in a typical registry:
    i.   policy files   [3 marks]
    ii.   operational files   [3 marks]
    iii. housekeeping files   [3 marks]
    iv.   case files   [3 marks]

    b) Explain the standard procedures followed in registries for:
    i.   the receipt and dispatch of correspondence.   [7 marks]
    ii.   the closure of current files.   [6 marks]
                                                              [Total 25 marks]

5. a) Explain any four methods of carrying out a records inventory by a registry. **[12 marks]**

    b) In your opinion, is carrying out a records inventory relatively more challenging for a registry department in a large organisation? Give reasons to justify your answer.   **[13 marks]**

    [Total 25 marks]

6. You have been appointed a recordkeeping consultant for a registry computerisation project in a government registry. Following a preliminary investigation, the state of the registry is discovered to be facing the following challenges listed in the table below.

Challenges faced in Paper Filing system
1. Poor tracking of files in circulation
2. Multiple files with the same title
3. Tedious retrieval of files
4. Shortage of filing space and equipment for paper records.
5. Registry staff lack computer skills.

In light of the above challenges, explain how you would address each of the challenges faced by the above registry.   **[25 marks]**

END OF PAPER