

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 2014 SUPPLEMENTARY EXAMINATIONS

IRA 2104 MANAGEMENT OF REGISTRIES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. With reference to a registry system of your choice, explain how primary and secondary levels of control are used for the management of current records. [25 marks]
2. a) Define a coding system as applied in registry management. [5 marks]
b) Explain four main requirements of a coding system to be effectively used with a classification scheme. [8 marks]
c) Using relevant examples, explain how each of the following types of coding systems can be used in the classification of files
 - i. decimal systems [4 marks]
 - ii. multi-part systems [4 marks]
 - iii. alphanumerical systems [4 marks][Total 25 marks]
3. Explain any five the mandatory security measures a typical registry must ensure for the protection of vital records in both electronic and paper format. [25 marks]
4. Discuss the benefitsof Business Systems Analysis (BSA) in the design of recordkeeping systems in registries. [25 marks]

5. Using relevant examples compare and contrast manual and computerised filing systems as filing storage options for a typical registry system in a large organisation of your choice.

[25 marks]

6. With the advent of modern computer technologies, to what extent is the registry relevant in the management of information? Give reasons to support your answer.

[25 marks]

END OF PAPER