

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 JUNE 2009 SUPPLEMENTARY EXAMINATIONS

IRA 2108 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. Discuss the value of Records and Archives Management to corporate organisations as society moves from industrial to information-based economies. [25 marks]

2. Analyse how non-current records should be managed to effectively aid in the efficient business decision-making. [25 marks]

3. Critique the view that, "rapid retrieval of information is certainly the most important consideration in the choice between off-site and in-house records centres for records management programmes". [25 marks]

4. Assess how the growing sophistication of administration practices, and the increasing complexity of organisations, together with the enormous expansion of the quantity of records produced have posed new challenges to the records management field. [25 marks]

5. Discuss how a good records management system promotes good governance and accountability. [25 marks]

6. Critique the view that the registry is the nerve centre of the information management system of an organisation. [25 marks]