NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONORS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II FIRST SEMESTER FEBRUARY 2010 EXAMINATIONS

IRA 2108 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE** IS **COMPULSORY.**
2. ANSWER ANY **THREE** QUESTIONS FROM THE FOLLOWING:
3. EACH QUESTION CARRIES **25 MARKS.**

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1. Using illustrations, show the differences between the records life cycle and the records continuum concepts. How do the two complement each other in the achievement of effective records management systems in government departments?

   [25 marks]

2. Assess the factors that you would consider when carrying out a needs assessment of a records management system at a university.   **[13 marks]**

   [Total 25 marks]

3. Give an analysis of the records appraisal methodologies and the criteria employed in the selection of records for permanent preservation.

   [25 marks]

4. The contemporary age of Information and Communication Technologies (ICTs) has brought about the new class of records called electronic records. Assess some the major problems experienced in managing these records and suggest solutions to them.

   [25 marks]

5. Discuss the value of Records and Archives Management to corporate organisations.

   [25 marks]

6. Outline the procedures you would take to establish a viable University records management programme.   **[25 marks]**

END OF PAPER

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BACHELOR OF SCIENCE HONORS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II FIRST SEMESTER JULY 2010 SUPPLEMENTARY EXAMINATIONS

IRA 2108 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE** IS **COMPULSORY.**
2. ANSWER ANY **THREE** QUESTIONS FROM THE FOLLOWING:
3. EACH QUESTION CARRIES **25 MARKS**

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1. Establishing a cut-off to the current life of files in registries triggers and justifies the closure of those files. Does this statement justify the reasons the closure of files in records offices?

[25 marks]

2. The registry is the nerve centre of the information management system of an organisation. Show why you agree or disagree with this statement.

[25 marks]

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

4. Describe the following terms:
   (a) Records Life Cycle   **[5 marks]**
   (b) Records Classification   **[5 marks]**
   (c) Records Retention Schedule   **[5 marks]**
   (d) Appraisal   **[5 marks]**
   (e) The Records Continuum   **[5 marks]**

[25 marks]

5. Asses how the growing sophistication of administration practices and the increasing complexity of organizations together with the enormous expansion of the quantity of records produced, have posed new challenges to the records management field.

[25 marks]

6. Discuss the benefits of a records management programme in an organisation, giving the problems that may be experienced in the absence of such a programme.

[25 marks]

END OF PAPER