

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 JANUARY 2009 EXAMINATIONS

IRA 2110 MANAGEMENT OF REGISTRIES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

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1. Describe with justification the steps followed in setting up an Automated Records Management programme.

[25 marks]
 2. Having been given the responsibility to recommend staffing and equipment requirements for your new registry, explain how you would prioritize your requirements.

[25 marks]
 3. What pre-archival responsibilities are shared between records managers and archivists??

[25 marks]
 4. Giving examples, discuss the various classification systems used in a registry.

[25 marks]
 5. Discuss the key management associated with current professional approaches to electronic records management

[25 marks]
 6. Critically analyze the part played by the registry in records management and highlight how it affects the quality of life.

[25 marks]

END OF PAPER