

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 FEBRUARY 2010 EXAMINATIONS

IRA 2110 MANAGEMENT OF REGISTRIES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. (i) What is meant by a Data Flow Diagram? [5marks]

(ii) Define a Data store. What do the abbreviation symbols "D", "T" and "M" for data store represent?

[5marks]

(iii) Briefly discuss why process modeling is important in the management of forms in registries.

[10marks]

(iv) Redraw the following table and fill in the notation symbol in the column required.

DFD Descriptor	Gane and Sarson Symbol
Data Process	
Data Store	
Data Flow	
External Entity	

[10marks]

(v) Read the following practical case and answer the question that follows.

Bebop Records is a mail-order company that distributes CDs and tapes at discount price to record-club members. When an order processing clerk receives an order form, he or she verifies that the sender is a club member by checking the Member file. If the sender is not a member, the clerk returns the order along with a membership application form. If the customer is a member, the clerk verifies the order item data by checking the Item file. Then the clerk enters the order data and saves it to the Daily Orders file. The clerk also prints an invoice and shipping list for each order, which are forwarded to Order Fulfillment.

Draw a detailed Data Flow Diagram based on the paragraph above relating Bebop Records Company.'s method of receiving and filling orders.

[10marks]

[Total 40 marks]

2. (i) What is a records inventory? **[5 marks]**
(ii) What are the methods used to conduct a records inventory? Discuss the advantages and disadvantages of each method. **[15 marks]**
[Total 20 marks]
3. Discuss the measures that a registry can undertake in order to protect and store its vital records. **[20 marks]**
4. Describe four manual filing storage systems used in registries and outline the advantages and disadvantages of each. **[20 marks]**
5. Using examples, differentiate the processes of classification and indexing of records. **[20 marks]**
6. Introducing technological solutions without meeting the necessary preconditions will only increase the vulnerability of records for registries that are advancing towards automation. Give reasons why you agree or disagree with this statement. **[20 marks]**

END OF PAPER