

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 JULY 2010 SUPPLEMENTARY 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) Using an illustration describe what is meant by a Data Flow Diagram (DFD). **[5marks]**

- (ii) Briefly discuss why process modeling is important in systems analysis and design for automation projects in registries. **[10marks]**

- (iii) 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]

[Total 25marks]

2. Outline the objectives of an information audit and explain the importance of a records inventory in the planning of a vital records programme. **[25 marks]**
3. Discuss the major considerations that need to be taken into account when introducing any new automated system into the records office or registry. **[25 marks]**

4. Describe four manual filing storage systems used in registries and outline the advantages and disadvantages of each. **[25 marks]**
5. (i) Describe with examples the difference between records classification and file indexing with respect to registry management. **[10 marks]**
- (ii) Compare and contrast four classification schemes in the management of current records. **[15 marks]**
[Total 25marks]
6. Justify the need for establishing an automated recordkeeping system in public service registries. **[25 marks]**

END OF PAPER