NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II SECOND SEMESTER EXAMINATIONS APRIL 2014

IRA 2206COMPUTER APPLICATIONS IN RECORDS AND ARCHIVES MANAGEMENT

TIME: 3 HOURS

<u>INSTRUCTIONS TO CANDIDATES</u>

1.   ANSWER ANY <u>FOUR</u> QUESTIONS.
2.   EACH QUESTION CARRIES A TOTAL OF <u>25 MARKS</u>

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1. Explain the benefits and drawbacks of open source software for the computerisation of public sector registries and offices in Zimbabwe. **[25 marks]**

2. "All computerised devices are automated, but not all automated devices are computerised." In light of the above statement, point out the extent to which computer based technologies are used in the automation of recordkeeping units in organisations today. **[25 marks]**

3. a) Using relevant examples, explain any three methods by which viruses can counter detection by antivirus software. **[15 marks]**
   b) What strategies would you recommend to ensure the logical security of electronic records on personal computers against the threats posed by rogue software such as viruses? **[10 marks]**
   [Total 25 marks]

4. Assume you are a records management consultant under contract with the National Archives of Zimbabwe. Evaluate Archivists Toolkit version 2.0 as archival management software and present its strengths and weaknesses for the management of public archives. **[25 marks]**

5. Using examples, show how the following terms are operationalized inoperating systems and software applications:

    a) product key   **[5 marks]**

    b) installation wizard   **[5 marks]**

    c) corrupted file   **[5 marks]**

    d) runtime error   **[5 marks]**

    e) encryption   **[5 marks]**

                                [Total 25 marks]

6. Articulate the importance of training public sector recordkeeping staff on the use of a recordkeeping software application prior to its deployment, installation and use within the government registry.   **[25 marks]**

END OF PAPER