

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II SUPPLEMENTARY EXAMINATIONS 2014

IRA 2206 COMPUTER APPLICATIONS IN RECORDS AND ARCHIVES MANAGEMENT

TIME: 3 HOURS

## INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS.
2. EACH QUESTION CARRIES A TOTAL OF **25 MARKS**

1. a) Explain any three challenges faced by public sector offices in Zimbabwe intending to undertake the computerisation of their recordkeeping systems. [12 marks]  
b) Recommend possible solutions to address the challenges of computerisation in these public sector offices. [13 marks]  
[Total 25 marks]
2. Can personal desktop computers be superseded by hand held devices such as digital tablets in public sector registries and offices? Give reasons to support your answer. [25 marks]
3. Using relevant examples, demonstrate how the following terms are used in a typical computerised recordkeeping environment.
  - a) Operating system [5 marks]
  - b) Network peripheral [5 marks]
  - c) Plug-in [5 marks]
  - d) Anti-virus software [5 marks]
  - e) Firewall [5 marks][Total 25 marks]

4. Compare and contrast Microsoft's Windows operating system with Apple MAC iOS for the installation and use of recordkeeping software for the management of electronic records. **[25 marks]**
  
5. With reference to an encryption software application of your choice, judge its strengths and weaknesses in providing logical security to electronic records. **[25 marks]**
  
6. Evaluate the strengths and weaknesses of a commercial off-the-shelf (COTS) software that can be specifically selected, installed and recommended for the management of archives in a public archives repository such as the National Archives of Zimbabwe. **[25 marks]**

**END OF PAPER**