

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 2207 MANAGEMENT OF ELECTRONIC RECORDS II

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

QUESTIONS

1. a) What is the difference between e-government and e-governance? **[5 marks]**

b) Using an e-government model you are familiar with, outline using specific examples, the stages attained by the Zimbabwean government. **[20 marks]**
[Total 25 marks]
2. As a manager of an organisation involved with the management of electronic records, which metadata aspects would you implement to ensure the authenticity and integrity of e-records?
[25 marks]
3. (a) Briefly articulate any **five** features that describes an electronic record **[10 marks]**

(b) Which suggestions can you recommend to be included in the National Archives of Zimbabwe Act (1986) in order to ensure that the organisation successfully manages electronic records in the public sector? **[15 marks]**
[Total 25 marks]

4. Consider any **five** preservation strategies that can be employed by archivists and records managers in the management of e-records to ensure their authenticity and integrity over time. [25 marks]
5. Evaluate any two models for the management of electronic records and highlight the contributions of each of the models to e-records best practices. [25 marks]
6. Examine the changing role of records managers and archivists in the electronic Records and Archives Management environment. [25 marks]

END OF PAPER