

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 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.

1. (a) Differentiate between electronic records and paper records. [10marks]
(b) Of the above record formats, which one would you prefer from the perspective of an organisation interests? Justify your answer. [15marks]
[Total 25 marks]
2. Explain how the following factors apply to e-records preservation and security:
 - (a) Emulation [5 marks]
 - (b) Encapsulation [5 marks]
 - (c) Migration [5 marks]
 - (d) Biometrics [5 marks]
 - (e) Vault systems [5 marks][Total 25 marks]
3. What are the conveniences presented by e-records over paper records in business transactions? [25 marks]
4. (a) Deduce any five critical factors in the implementation of e-government services. [15 marks]
(b) Outline any five benefits that can be derived from e-government services. [10 marks]
[Total 25 marks]

5. Determine any five key factors which can be considered in the appraisal of electronic records.

[25 marks]

6. What knowledge and skills do records managers need to possess to manage records in an electronic environment?

[25 marks]

END OF PAPER