# 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 MAY 2008 EXAMINATIONS

IRA 2208 MANAGEMENT OF ELECTRONIC RECORDS I

**TIME:  3 HOURS**

**INSTRUCTIONS TO CANDIDATES**

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
2. EACH QUESTION CARRIES **25 MARKS**

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1. Outline how you would establish an electronic records management programme of an institution of your choice.

   **[25 marks]**

2. Discuss the challenges that an organisation faces in the maintenance of security of e-records. **[25 marks]**

3. Critically analyse the importance of establishing standards in the management of e-records. **[25 marks]**

4. Describe the importance of metadata and how it affects the authenticity of records.

   **[25 marks]**

5. Define the following terms with emphasis on the appraisal of records:
   a). Inventorying **[5 marks]**
   b) Scheduling **[5 marks]**
   c) Records linkage **[5 marks]**
   d). Software and hardware dependence **[5 marks]**
   e). Disposal **[5 marks]**
   **[Total 25 marks]**

6. a). What are vital records? **[5 marks]**
   b).  Discuss their management and appraisal in an electronic environment. **[20 marks]**
   **[Total 25 marks]**

   **END OF PAPER**