

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 2209 RECORDS MANAGEMENT II

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. Define and describe the importance of the following types of records:
a) Architectural Records [13 marks]
b) Personnel Records [12 marks]
[Total 25 marks]
 2. Discuss the importance of establishing a vital records management programme. [25 marks]
 3. Discuss the significance of a records management programme in the efficient and effective operations of a business. [Total 25 marks]
 4. Critically analyse the importance of establishing a viable business records management programme in an organisation of your choice. [25 marks]
 5. Discuss how an organisation establishes and maintains a records management audit system and justify the need for such a programme. [25 marks]
 6. Outline and describe the criteria for determining the value of records. [25 marks]

END OF PAPER