

# 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 JUNE 2008 SUPPLEMENTARY 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. What management issues need to be considered when determining a photographic programme in an archival institution?  
**[25 marks]**
  2. Discuss the importance of information technology in records management.  
**[25 marks]**
  3. Identify and describe the procedures for establishing an automated records management system.  
**[25 marks]**
  4. Discuss the security measures that need to be taken in an archives or records center by the records management.  
**[25 marks]**
  5. State and discuss disposal procedures and their importance in records management.  
**[25 marks]**
  6. Critically analyse the importance of establishing a viable business records management programme in an organisation of your choice.  
**[25 marks]**

**END OF PAPER**