

# 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 2211 ARCHIVES, GOVERNMENT AND OTHER INFORMATION CENTRES

**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. Discuss the aims and functions of an information centre of your choice. How can such a centre empower citizens?  
**[25 marks]**
  2. Discuss the responsibilities of a chief information officer (CIO) and explain how they are critical to effective information and technology management.  
**[25 marks]**
  3. What are the main principles that should be adhered to in a municipal information centre as it manages information?  
**[25 marks]**
  4. How has Information and Communication Technology (ICT) improved access to archival and informational materials?  
**[25 marks]**
  5. Explain how archival and records management programmes can improve services to customers.  
**[25 marks]**
  6. Outline the three categories under which UNESCO documents are classed and discuss the provision of access to UNESCO information.  
**[25 marks]**

**END OF PAPER**