

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV FIRST SEMESTER JANUARY 2009 EXAMINATIONS

IRA 4101 MANAGEMENT OF RECORDS 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. Critically analyse the aspects you would include in a records centre procedures manual and how they would help to improve effectiveness and efficiency. **[25 marks]**
 2. Efficiency and economy are among the best arguments for establishing and maintaining a records centre. Discuss these and other important characteristics of a good records centre showing why each of them is a critical importance to the Records Manager. **[25 marks]**
 3. Give an outline of how a records centre should care for the following special formats of record:
 - a). Maps, Plans and Engineering drawings
 - b). Photographs
 - c). Audio visual materials and
 - d). Electronic Records**[25 marks]**
 4. Identify and critique the major challenges records management as a profession is facing with special reference to Zimbabwe and suggest solutions. **[25 marks]**
 5. Justify the need for a disaster preparedness programme at the National Records Centre in Zimbabwe. **[25 marks]**
 6. Compare and contrast shared responsibility with physical custody and recommend a strategy for adoption in an organisation of your choice. **[25 marks]**

END OF PAPER