

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 JUNE 2009 SUPPLEMENTARY 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. Identify and discuss the major elements of a disaster preparedness, reaction and recovery plan in records management and outline, how the plan can be implemented. **[25 marks]**
 2. Discuss the responsibilities of a records centre to the users and how it maintains security of information. **[25 marks]**
 3. A records centre is regarded, as a 'filtration plant' whose mechanical set up should always be in operation. Critically analyse how its breakdown would affect records and archives management systems. **[25 marks]**
 4. By giving examples, discuss how a records survey would help to improve a records management system in an organisation of your choice. **[25 marks]**
 5. Critically analyse factors you would consider when choosing a suitable place to establish a records centre. **[25 marks]**
 6. Discuss in-house, offsite and commercial records centres and recommend a suitable one for an organisation of your choice. **[25 marks]**

END OF PAPER