

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONORS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV FIRST SEMESTER FEBRUARY 2010 EXAMINATIONS

IRA 4101 MANAGEMENT OF RECORDS CENTRES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE IS COMPULSORY**
2. ANSWER ANY **THREE** QUESTIONS IN ADDITION TO QUESTION ONE FROM THE FOLLOWING:
3. EACH QUESTION CARRIES **25 MARKS**

1. Efficiency and economy are among the best arguments for establishing and maintaining a records centre. Analyse these and other important characteristics of a good records centre showing why each of them is of critical importance to the Records Centre Manager.

[25 marks]

2. Give the rationale for the automation of records centre operations.

[25 marks]

3. Discuss how a records survey would help to improve records centre management.

[25 marks]

4. Give an outline of how a records centre should care for the following special formats of record:-

(a) Maps, Plans and Engineering drawings;

[6 marks]

(b) Photographs;

[6 marks]

(c) Audio visual materials; and,

[6 marks]

(d) Electronic records.

[7 marks]

[Total 25 marks]

5. Justify the need for a disaster preparedness programme at the National Records Centre in Zimbabwe.

[25 marks]

6. Discuss the responsibility of a records centre to the users and how it maintains security of information. Separate issues of responsibility from security issues.

[25 marks]

END OF PAPER

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BACHELOR OF SCIENCE HONORS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV FIRST SEMESTER JULY 2010 SUPPLEMENTARY EXAMINATIONS

IRA 4101 MANAGEMENT OF RECORDS CENTRES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE** IS **COMPULSORY**.
2. ANSWER ANY **THREE** QUESTIONS IN ADDITION TO QUESTION ONE FROM THE FOLLOWING:
3. EACH QUESTION CARRIES **25 MARKS**

1. Describe the aspects you would include in a records centre procedures manual and how they would help to improve effectiveness and efficiency.
[25 marks]
2. a). Discuss the major elements of a disaster preparedness, reaction, and recovery plan in records management.
b). Outline how the above plan can be implemented.
[25 marks]
3. Discuss the factors you would consider when choosing a suitable place to establish a records centre.
[25 marks]
4. Rapid retrieval of information is certainly the most important consideration in the choice between off-site and in-house records centres for records management programmes. Discuss why you agree or disagree with the above statement.
[25 marks]
5. A records centre is regarded as a, 'filtration plant' whose mechanical setup should always be in operation. Critically analyse how its breakdown would affect records and archives management systems?
[25 marks]
6. Identify the problems involved in the management of records centres and recommend specific solutions to each of the identified problems.
[25 marks]

END OF PAPER