

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 2013 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**
3. QUESTION **ONE IS COMPULSORY**

1. The Records Continuum Theory encourages professions, records management and archives management to engage with each other. Discuss the statement, showing the major issues for engagement. **[25 marks]**
2. Records and archives management practitioners consider a records centre as a 'filtration plant'. Discuss this assertion and justify the importance of establishing a records centre. **[25 marks]**
3. a) Discuss the aspects you would include in a 'disaster preparedness, reaction and recovery plan. **[13 marks]**
b) What factors would you consider in implementing each of the aspects of a disaster management plan? **[12 marks]**
4. Analyse shared responsibility and physical custody and recommend an approach suitable in a Zimbabwean public sector environment and give reasons for leaving out the other strategy. **[25 marks]**
5. The need for identifying an appropriate site and location for a records centre can not be over emphasized. Discuss **[25 marks]**
6. Monitoring and evaluation is critical in ensuring effectiveness and efficiency of a records management programme. By giving examples, explain the importance of a records survey as a monitoring and evaluation tool. **[25 marks]**

END OF PAPER