

**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 2013 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**

1. By giving examples, discuss how a records survey would help to improve a records management system. **[25 marks]**
  
2. Efficiency and economy are among the best arguments for establishing and maintaining a records centre. Discuss. **[25 marks]**
  
3. Analyse how the automation of records centre operations would help to improve effectiveness and efficiency. **[25 marks]**
  
4. Discuss any five major issues that should be addressed in legislative policies related to the management of a records centre. **[25 marks]**
  
5. Explain how services in a records centre can be commercialized and show the benefits to be derived. **[25 marks]**
  
6. a) Explain the advantages and disadvantages of each of the following types of records centres and recommend one for an organization of your choice:
  - i) In-house records centre **[5 marks]**
  - ii) Off-site records centre **[5 marks]**
  - iii) Commercial records centre **[5 marks]**

**[Total 15 marks]**
  
- b) Which would you recommend for an organisation of your choice? Justify your answer. **[10 marks]**

**END OF PAPER**