

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 DECEMBER 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**

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1. All archives are records but not all records are archives. Discuss this statement in the context of records centre management. [25 marks]
 2. Design a survey methodology to be used by a records centre in monitoring and evaluation activities in government departments. [25 marks]
 3. With reference to National Archives of Zimbabwe (NAZ) records centre, giving practical examples, discuss the following records centre operations:
 - a) Accessioning [5 marks]
 - b) Retrieval procedures [5 marks]
 - c) Space management [5 marks]
 - d) Appraisal [10 marks][Total 25 marks]
 4. Draft a proposal to the relevant authorities to set up a University records centre, highlighting issues key to the establishment of a records centre. [25 marks]
 5. Discuss access and security considerations for commercial records centres. [25 marks]
 6. Automation of records centre operations helps to improve its effectiveness and efficiency, but presents challenges. Discuss. [25 marks]

END OF PAPER