

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 2014 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. Design disaster preparedness, reaction and recovery plan for a records centre and outline, how the plan can be implemented. [25 marks]
 2. Discuss any five (5) major challenges records management profession is facing in Zimbabwe and suggest possible solutions. [25 marks]
 3. Compare and contrast shared responsibility with physical custody and recommend a strategy for adoption in an organisation of your choice. [25 marks]
 4. Critically analyse the issues key to records centre building design including building structure requirements. [25 marks]
 5. (a) Discuss any five (5) functions of a records centre. [15 marks]
(b) State any five (5) ways that can be used to secure information in a records centre. [10 marks]
[Total 25 marks]
 6. Efficiency and economy are among the best arguments for establishing and maintaining a records centre. Discuss. [25 marks]

END OF PAPER