

# 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 a disaster preparedness, reaction and recovery plan for a records centre and outline, how the plan can be implemented. **[25 marks]**
  2. Identify and critique the major challenges records management as a profession is facing with special reference to Zimbabwe and suggest 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. Discuss the responsibilities of a records centre to the users and how it maintains security of information. **[25 marks]**
  6. 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]**

END OF PAPER