

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV SECOND SEMESTER MAY 2008 EXMINATIONS

IRA 4209 MANAGEMENT OF ELECTRONIC RECORDS II

**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. a) Define the following terms:
    - i) Emulation [1 mark]
    - ii) Conversion [1 mark]
    - iii) Encapsulation [1 mark]
    - iv) Migration [1 mark]
    - v) Electronic Records [1 mark]

b). Describe the advantages and disadvantages of at least four digital records preservation techniques and make recommendations for adoption. [20 marks]  
[Total 25 marks]
  2. Critically analyse four distinct phases in the development of e-government and identify the stage Zimbabwe has reached. [25 marks]
  3. Discuss the key factors that are considered in the appraisal of electronic records and highlight the similarities with approaches employed in the appraisal of paper records. [25 marks]
  4. "Various electronic records storage options and media have different storage characteristics, advantages and disadvantages". Discuss. [25 marks]
  5. a). Define the following terms:
    - i). E-records [1 mark]
    - ii) E-government [1 mark]
    - iii). E-Commerce [1 mark]
    - iv). E-administration [1 mark]
    - v). E- services [1 mark]

b) Discuss how the implementation of e-government affects electronic records management and how society benefits from such a development. [20 marks]  
[Total 25 marks]
  6. Critically analyse the relationships of e-government to e-services, e-participation and e-administration. [25 marks]

**END OF PAPER**