

# 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 JUNE 2008 SUPPLEMENTARY 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. Various electronic records storage options and media have different storage characteristics, advantages and disadvantages". Discuss. **[25 marks]**
  2. Describe the four distinct models in the development of e-government and identify the stage Zimbabwe has reached. **[25 marks]**
  3. Critically analyse the relationships of e-government to e-services, e-participation and e-administration. **[25 marks]**
  4. "Electronic records should be managed and maintained by electronic means in order to gain the full benefits of e-government". Discuss. **[25 marks]**
  5. a) Discuss how the implementation of e-government affects electronic records management and how society benefits from such a development. **[20 marks]**  
b). Define the following terms:
    - i). E-management **[1 mark]**
    - ii) E-government **[1 mark]**
    - iii). E-Commerce **[1 mark]**
    - iv). E-administration **[1 mark]**
    - v). E- services **[1 mark]****[Total 25 marks]**
  6. Describe the advantages and disadvantages of at least four digital records preservation techniques and make recommendations for adoption. **[25 marks]**

**END OF PAPER**