

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 AUGUST 2009 EXAMINATIONS

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**

1. Discuss the statement that various electronic records storage options and media have different storage characteristics, advantages and disadvantages". **[25 marks]**
2. The birth of electronic records has resulted in new user expectations and redefined roles for Archivists and Archival institutions. Discuss. **[25 marks]**
3. Critically analyse the relationships of e-government to e-services, e-participation and e-administration. **[25 marks]**
4. In the context of electronic records management , explain preservation under the following headings
 - (a) (i) Preservation of availability **[4 marks]**
 - (ii) Preservation of accessibility **[4 marks]**
 - b) (i) Identify these types of metadata and explain how they aid understandability of e-records **[10 marks]**
 - (ii) Explain the role of an archivist in the preservation of e-records over their life cycle stages including the conception, creation and the maintenance stages. **[7 marks]**
5. Describe the advantages and disadvantages of at least four digital records preservation techniques and make recommendations for adoption. **[25 Marks]**
6. Major technological trends namely the Automation era, Personal Computing and Networking have had a significant impact on records management. Discuss. **[25 marks]**

END OF PAPER