

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 EXAMINATIONS

IRA 4210 MANAGEMENT OF REGISTRIES 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. Evaluate the importance of a registry manual and underline the key aspects you would include in the manual. **[25 marks]**
 2. Critically analyse the part played by a registry in records management and highlight how it affects the quality of archives.
 3. Discuss the strategies that should be put in place to promote preservation and security of information in the registry management and records centre management systems. **[25 marks]**
 4. You have been recently appointed a Registry Manager of the Magwegwe Commercial Bank. By giving examples, discuss the files classification and referencing system you would implement for easy filing, retrieval, appraisal and overall management of records. **[25 marks]**
 5. Critically analyse the factors you would consider to establish a Centralised or Decentralised registry system in an organisation of your choice. **[25 marks]**
 6. Registry managers must understand business processes, project management and information technology in order to proactively design viable records management programmes. Discuss. **[25 marks]**

END OF PAPER