

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV SUPPLEMENTARY EXAMINATIONS 2014

IRA 4212 PUBLIC SECTOR RECORDS MANAGEMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER **FOUR** QUESTIONS FROM THE FOLLOWING.
2. QUESTION NUMBER **ONE** IS COMPULSORY
3. EACH QUESTION CARRIES A TOTAL OF **25 MARKS**.

- 1) Discuss the role of archives in society as instruments of power, legitimacy and accountability. [25 marks]
- 2) Using a named category of records, explain how they are essential to the protection of citizen's rights and their other entitlements. [25 marks]
- 3) Why is it essential for organizations to have a systematic approach to managing records from their point of creation to their ultimate disposal? [25 marks]
- 4) Illustrate how good records management can deter corruption and fraud in the public sector [25 marks]
- 5) Evaluate how e-government and e-governance enhance service delivery. [25 marks]
- 6) Justify why appraisal and disposal are important to public sector records management [25marks]

END OF PAPER