NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

RECORDS MANAGEMENT

IIM 1104

Main Examination Paper

December 2024

This examination paper consists of 2 pages.

Time Allowed: 3 hours

Total Marks: 100

Examiner's Name: Mr. P. K. Madziwa

INSTRUCTIONS

1. Answer any **four (4)** questions.
2. Each question carries **25 marks**.

MARK ALLOCATION

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

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1. Draft an information management programme for an organisation of your choice. [25 marks]

2. Describe the contribution of records in averting corruption within public sector organizations in Zimbabwe. [25 marks]

3. Discuss how the records continuum model might influence a records management strategy within a public sector organisation of your choice. [25 marks]

4. Giving solutions, examine the challenges faced by information managers in the management of electronic records. [25 marks]

5. Discuss the factors that an organisation would consider when deciding to centralize or decentralize a registry system. [25 marks]

6. Imagine an organization faced an information breach due to weak information access controls. As an information manager, describe the immediate steps you would recommend to mitigate the issue and prevent future occurrences. [25 marks]

END OF PAPER

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