



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT
MANAGEMENT OF RECORDS CENTRES

IIM 1202

Main Examination Paper

February 2025

This examination paper consists of 2 pages

Time Allowed: 3 hours

Total Marks: 100

Examiner's Name: Mr C. Phiri

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

1. a) What is a records centre? **[2 marks]**
b) List any three (3) types of records centres. **[3 marks]**
c) With reference to your answer in (a) above, explain any five (5) key roles of a records centre. **[20 marks]**
[Total 25 marks]
2. Differentiate between the complementary roles played by the records centre and creating agencies. **[25 marks]**
3. Describe the following records centre activities:
a) Accessioning **[5 marks]**
b) Processing **[5 marks]**
c) Communication **[5 marks]**
d) Survey **[5 marks]**
e) Appraisal **[5 marks]**
[Total 25 marks]
4. Analyse any five factors you would consider when choosing a suitable place to establish a records centre. **[25 marks]**
5. Evaluate the strengths and weaknesses of a national records centre in comparison with a commercial records centre. **[25 marks]**
6. Discuss the challenges faced by national archival institutions in managing semi-current records in developing countries. **[25 marks]**

END OF PAPER