



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 Examinations

SEPTEMBER 2024

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) Demonstrate the relationship between a records centre and a registry. **[5 marks]**
b) Explain the role played by records centres in providing sound management of semi-current records. **[20 marks]**
[Total 25 marks]
2. Describe the following key records centre functions:
i) Accessioning **[5 marks]**
ii) Processing **[5 marks]**
iii) Controlled access **[5 marks]**
iv) Records surveys **[10 marks]**
[Total 25 marks]
3. Analyse any five factors you would consider when choosing a suitable place to establish a records centre. **[25 marks]**
4. Evaluate the strengths and weaknesses of a commercial records centre in comparison with other types of records centres. **[25 marks]**
5. Discuss the challenges national archival institutions face in managing various formats of semi-current records in developing countries. **[25 marks]**
6. With reference to the Zimbabwe, discuss the issues associated with management of semi-current records in adapted buildings. **[25 marks]**

END OF PAPER

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