



# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

DIGITAL RECORDKEEPING SYSTEMS I

IIM 2101

Special Examination Paper

April 2025

This examination paper consists of 3 pages.

Time Allowed : 3 hours  
Total Marks : 100  
Examiner's Name : Mr D. T. Sigauke

## INSTRUCTIONS

1. Answer any **four** questions.
2. Each question carries a total of **25 marks**.

## MARK ALLOCATION

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

1. a) Define a digital record based on its unique attributes that distinguish it from paper-based records. **[13 marks]**  
b) In your view, have digital records brought more challenges than solutions to information management? Give examples to help support your answer. **[12 marks]**  
**[Total 25 marks]**
  
2. Explain any five (5) benefits of capturing metadata for the management of digital records. **[25 marks]**
  
3. With the aid of diagrams discuss the use of RAID technology for the storage of digital records. **[25 marks]**
  
4. a) Define digital preservation and explain any three (3) goals of its purpose for the preservation of digital records. **[15 marks]**  
b) Outline the strengths and limitations of encapsulation as a digital preservation strategy. **[10 marks]**  
**[Total 25 marks]**
  
5. Explain the importance of security in the management of digital records. **[25 marks]**
  
6. Discuss the strengths and limitations of the National Archives and Records Administration (NARA) guidelines developed in the United States for the drafting a public sector programme for the management of digital records in a developing country such as Zimbabwe. **[25 marks]**

**END OF PAPER**