



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

MANAGEMENT OF FINANCIAL RECORDS

IIM 4106

Main Examination Paper

December 2024

This examination paper consists of 2 pages

Time Allowed: 3 hours

Total Marks: 100

Examiner's Name: Prof P. Dewah

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. Discuss how sound financial records management is a critical component for effective administration, transparency, accountability, delivery of quality services, meaningful reporting and auditing in an organisation of your choice. **[25 marks]**

2. Examine how each of the following leading cyberattacks and threats are used to access financial records/information:
 - a) Malware, **[5 marks]**
 - b) Phishing, **[4 marks]**
 - c) Ransomware, **[4 marks]**
 - d) Fake/spam emails, **[4 marks]**
 - e) Malicious domains and **[4 marks]**
 - f) DDoS. **[4 marks]**

[Total 25 marks]

3. Discuss the storage, transfer and destruction of financial records. **[25 marks]**

4. To what extent is the availability of evidence in financial records sufficient to fight corruption? **[25 marks]**

5. Outline the challenges inherent in the management of financial records. **[25 marks]**

6. Discuss the usability of AI and intelligent robotic machines in ensuring improved efficient and effective management of financial records. **[25 marks]**

END OF PAPER