NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

ADVANCED RECORDS MANAGEMENT

IRA 6101

Main Examination Paper

November 2024

This examination paper consists of 2 pages

Time Allowed: **3 hours**

Total Marks: **100**

Examiner's Name: **Professor 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

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1. Examine the challenges of maintaining the authenticity of paper and electronic records, and the ways in which archivists and records managers can deal with such challenges in their organisations. **[25 marks]**

2. In the context of cybersecurity, how can organisations ensure the confidentiality, integrity and availability of sensitive records in a digital environment? **[25 marks]**

3. Assess the probability of realising a paperless government in developing countries. **[25 marks]**

4. Using an imaginary organisation, what are the prospects of managing records and information using artificial intelligence and machine learning in the digital era? **[25 marks]**

5. With increasing digital ecosystems and digital transactions, records management is shifting from digitisation for access and preservation to digital transformation. Discuss. **[25 marks]**

6. Discuss the knowledge skills, attitudes and competencies required to analyse and solve problems relating to the general principles of records management in the contemporary 4IR organisation. **[25 marks]**

END OF PAPER

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