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University Examinations 2023/2024

FIRST YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR
OF INFORMATION SCIENCE

CIS 3151: INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT

DATE: APRIL 2024

TIME: 2 HOURS

INSTRUCTIONS: Answer *Question one* and any other *two*

QUESTION ONE (30 MARKS)

- a) Define the following terms (5Marks)
- Records
 - Archival Repository
 - Information
 - Records Management
 - Document
- b) Describe five users of national archives and other archival institutions (5 Marks)
- c) Differentiate between private and private records (4 Marks)
- d) Describe the term “File” as applied in records and archives management, expound on the two types of files. (2 marks)
- e) Describe four main qualities of Records. (4 Marks)
- f) Explain the five objectives of record and archive automation. (5 Marks)
- g) Describe Five categories of records by their types. (5 Marks)

QUESTION TWO (20 MARKS)

- a) Discuss seven management functions in which automation can be actively applied in larger record management. (7 Marks)
- b) The life cycle concept of the record is an analogy from the life of a biological organism, which is born, lives and dies. Discuss the phases of the lifecycle of records (6 Marks)
- c) Describe the procedures followed when closing a file in an organization (7 Marks)

QUESTION THREE (20 MARKS)

- a) Describe at least Six security precautions for records, buildings, equipments ad personnel that you should ensure they are adhered to in an university registry (6 Marks)
- b) Explain the Eight steps that an organization registry should follow in retention scheduling. (8 Marks)
- c) The organization you work for has tasked you with designing a file cover for their registry files. Describe Six information that will be contained in the file cover you will design (6 Marks)

QUESTION FOUR (20 MARKS)

- a) Archival principles are the basis in which archives are arranged, described, stored and preserved in archival institutions. Discuss any Four of these archival principles (8 Marks)
- b) Describe at least six elements that are minimum requirements for an onsite records centre (6 Marks)
- c) Discuss Six challenges that an organization may face in electronic record keeping (6 Marks)

QUESTION FIVE (20 MARKS)

- a) Explain at least eight ways government use records for its wide ranging purposes (8 Marks)

- b) Describe the four actions that continue or recur throughout the life of a record and cut across the traditional boundary between records management and archival administration (8 Marks)
- c) Records can be stored in various storage equipments depending on the nature of the records. Describe Four record storage equipments used in an information centre of your choice (4 Marks)