



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2023/2024

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

### CIS 3458: MANAGEMENT OF PERSONNEL RECORDS

DATE: APRIL 2024

TIME: 2 HOURS

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

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#### QUESTION ONE (30 MARKS)

- a) Differentiate between centralized and decentralized filling system (5 Marks)
- b) Identify Five indicators of poor personnel records management in an organization (5 Marks)
- c) Explain Five personnel records that support an appointment of an employee (5 Marks)
- d) Discuss Five roles played by personnel records in an organization (5 Marks)
- e) Explain Five environmental threats that can harm personnel records (5 Marks)
- f) Describe FIVE Human Resource functions that generate personnel records (5 Marks)

#### QUESTION TWO (20 MARKS)

- a) You work in a finance registry and your main task is management of casual files, Explain six types of records that will be kept in the working files of those daily paid workers (6 Marks)

- b) Discuss the Seven factors to consider before implementation of electronic personnel records management system (7 Marks)
- c) A University employee has been transferred to different campuses Three times. In every transfer a working file is created. Critic this scenario (7 Marks)

**QUESTION THREE (20 MARKS)**

- a) Explain the Six procedures a record manager should take to ensure that unauthorized personnel information don't have access to confidential personnel records (6 Marks)
- b) Describe 4 advantages and 4 disadvantages of centralized filling of personnel records (8 Marks)
- c) Explain Six reasons for physically protecting personal files in an organization (6 Marks)

**QUESTION FOUR (20 MARKS)**

- a) While sharing characteristics with other types of records, personnel records have some special characteristics. Explain Six special characteristics of personnel Records (6 Marks)
- b) The organization you work for has tasked you with designing a file cover for their personnel master files. Describe Six information that will be contained in the master file cover you will design (6 Marks)
- c) Explain Eight kind of records that are generated from the Human Resource recruitment process and how should they be arranged (8 Marks)

**QUESTION FIVE (20 MARKS)**

- a) Discuss what is a working personal file and explain further on five documents that are contained in that Master File (7 Marks)
- b) Explain Four advantages and Four Disadvantages of manual record management of personnel records (8 Marks)
- c) Describe Five reasons that can necessitate closing a personnel file in an organization (5 Marks)