



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 972-60200 – Meru-Kenya

Tel: +254(0) 799 529 958, +254(0) 799 529 959, + 254 (0) 712 524 293,

Website: info@must.ac.ke Email: info@must.ac.ke

University Examinations 2023/2024

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

CIS 3362: MANAGEMENT OF REGISTRIES

DATE: APRIL 2024

TIME: 2 HOURS

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

QUESTION ONE (30 MARKS)

- a) Define the following terms as applied in registry management (6 Marks)
- Records
 - Registry
 - File reference Number
- b) Describe the records life cycle concept highlighting the importance of each stage. (6 Marks)
- c) State and briefly explain the three types of registries an organization/institution may set up? (6 Marks)
- d) Explain the concept “outgoing mails” (2 Marks)
- e) State at least five benefits of managing a registry in an organization of your choice. (5 Marks)
- f) Discuss the challenges of employing the use of ICTs in the management of registries. (5 Marks)

SECTION B 40 MARKS

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QUESTION TWO (20 MARKS)

- a) Citing examples, describe five characteristics of a poorly managed registry (5 Marks)
- b) State and briefly explain qualities of a good filing system (5 Marks)
- c) Explain advantages of operating a decentralized registry system in an organization (5 Marks)
- d) All incoming official mail should be entered into an in-ward mail register. Identify key information that should be captured in the register? (5 Marks)

QUESTION THREE (20 MARKS)

- a) Discuss how the following registry function should be handled by the registry officers in managing organizational records. (10 Marks)
 - i. Receipt and sorting of incoming mail (2 Marks)
 - i. Registration (2 Marks)
 - ii. Filing and Classification (2 Marks)
 - iii. E-mail Management (2 Marks)
 - iv. Closure and termination of files (2 Marks)
- b) Discuss the challenges organizations face in utilization of ICTs in their registries (6 Marks)
- c) The first step in selecting an appropriate filing arrangement is to carefully look at characteristics of your agency's records practices. Explain the four main characteristics to examine. (4 Marks)

QUESTION FOUR (20 MARKS)

- a) Discuss the Key resources that an organization will require when setting up a registry (6 Marks)
- b) Security classification in a registry is applied to reflect confidentiality and sensitivity of information. Describe four security classification levels you would adopt in a registry. (6 Marks)
- c) You have been tasked with evaluating the functionality of the Tigania lands registry. Discuss factors you would consider when undertaking this task. (6 Marks)

- d) As the head of the registry in your organization. Discuss factors you would consider when selecting a file classification scheme. (4 Marks)

QUESTION FIVE (20 MARKS)

- a) Foliating is a process of assigning numbers to documents in a file to identify them. Explain five Advantages of this folio Numbers. (5 Marks)
- b) Identify the disadvantages of maintaining Database management system (DBMS) in registries (5 Marks)
- c) You have been tasked with the responsibility of setting up an administrative registry at Mbui Company. Explain the factors that you would consider when coming up with the design and layout of this registry. (6 Marks)
- d) Describe the demerits of having a direct access to records in a registry. (4 Marks)