

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
INFORMATION SCIENCE**

BSIS 210: INTRODUCTION TO RECORDS MANAGEMENT

STREAMS: BSIS Y2S1

TIME: 2 HOURS

DAY/DATE: TUESDAY 04/12/2018

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS:

SECTION A (30 MARKS) ANSWER ALL QUESTIONS

- (a) You have been appointed by Chuka University catering department to set up a records office in their facility.
- (i) Identify four record groups that you would create. (4 marks)
- (ii) Explain with the help of examples how you would assign titles for the four groups. (8 marks)
- (iii) With examples, explain how you would assign reference codes for the four groups. (8 marks)
- (b) Records must be complete. Briefly explain with the help of examples. (2 marks)
- (c) Discuss the emerging trends in record management. (8 marks)

SECTION B (40 MARKS) ANSWER ANY 2 QUESTIONS

- (a) Define the concept e-records. (2 marks)
- (b) E-records are more challenging to maintain than traditional records. Discuss. (10 marks)

- (c) Citing appropriate examples, explain FOUR reasons records are considered as contributing to transparency and accountability. (8 marks)

QUESTION 3

- (a) With the help of a diagram, discuss how you would develop a file diary card in a records office. (8 marks)
- (b) Discuss SIX integrity issues that face records managers. (12 marks)

QUESTION 4

- (a) You have been assigned to oversee the process of automating your institution's records center. Discuss SIX key issues how you would consider the software for developing management system. (6 marks)
- (b) Define the term disposition of records. (3 marks)
- (i) Briefly explain TWO methods you would employ to dispose the selected records. (4 marks)
- (ii) Develop a sample of a disposal form that you would use to accomplish the disposition task. (7 marks)

QUESTION 5

- (a) Discuss the challenges faced by records officers during the maintenance and use phase of the records life cycle and suggest possible solutions. (14 marks)
- (b) Discuss SIX (6) reasons why you would advise a records office to consider style and color when selecting storage equipment for their organizational records. (6 marks)
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