CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS

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

BRMT 415: MANAGEMENT OF REGISTRIES

STREAMS: BSC (IS)   **TIME: 2 HOURS**

DAY/DATE: TUESDAY 14/04/2020   **8.30 AM – 10.30 AM**

INSTRUCTIONS:

- **Do not write on this question paper**
- **Attempt question One and any other Two Questions**

Question One (30 marks)

(a) Define the following terms: [8 marks]

     (i) Registry
     (ii) Registry management
     (iii) Record center
     (iv) Record classification

(b) Discuss FIVE strategies that could enhance an organization to achieve its goals and objectives in registry management.   [10 marks]

(c) Using appropriate examples, differentiate between a record centre and registry.
       [12 marks]

Question Two (20 marks)

Explain how information technology has transformed operations of registries in organizations.
       [20 marks]

Question Three (20 marks)

Imagine you have been appointed a registry manager in large production company and you have seen the need to automate the registry system for the company. Discuss

(a)   The areas you would give priority in automation.   [10 marks]

(b)   The features you would consider when selecting software for the automation.
                                                                                                                       [10 marks]

Question Four (20 marks)

Discuss any FOUR types of file classification systems commonly used in registries and show with justification the one you would recommend for public university.   [20 marks]

Question Five (20 marks)

Citing appropriate examples, explain the opportunities and limitations of E-registers in public sector organizations in Kenya.   [20 marks]