MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
SECOND YEAR SECOND SEMESTER

SCHOOL OF SCIENCE AND INFORMATION SCIENCES
BACHELOR OF SCIENCE IN INFORMATION SCIENCES

COURSE CODE: INS 1107
COURSE TITLE: INTRODUCTION TO RECORDS MANAGEMENT

DATE: 4ᵀᴴ DECEMBER 2018   **TIME: 8:30 AM – 10:30 AM**

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **TWO** questions

SECTION A: COMPULSORY

QUESTION ONE

Explain the following terms:

      a) Records   **(5 Marks)**

      b) Records management   **(5 Marks)**

      c) Current Records   **(5 Marks)**

      d) Semi- Current Records   **(5 Marks)**

      e) Non- Current Records   **(5 Marks)**

      f) Continuum Model   **(5 Marks)**

SECTION B: ANSWER ANY TWO (2) QUESTIONS FROM THIS SECTION

QUESTION TWO

Discuss the differences between the following concepts:

      a) Records Management   **(8 Marks)**

      b) Information Management   **(4 Marks)**

      c) Knowledge Management   **(8 Marks)**

QUESTION THREE

a) Discuss the value of records in an organization   **(8 Marks)**

b) Explain how security of paper and electronic records can be ensured in an organization   **(12 Marks)**

QUESTION FOUR

Discuss principles of good records management in an organization

                                        (20 Marks)

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