MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
FOURTH YEAR FIRST SEMESTER

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

COURSE CODE: INS 450

COURSE TITLE: ADVANCERECORDS MANAGEMENT

DATE: 6-12-2018   TIME: 8.30-10.30

INSTRUCTIONS TO CANDIDATES

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

SECTION A: COMPULSORY

QN .1a) Discuss the role of Records Management programme in public and Private sector organization   **(20 Marks)**

b) Explain why organization should management their records **(10 Marks)**

SECTION B

Qn 2. a) Discuss why establishment of electronic records is important to public institutions in Kenya. **(10 Marks)**

b) What are the challenges facing records management automation in

Kenya. **(10 Marks)**

QN.3 a) Analytically discuss the business benefits of records management programme in a public organization. **(12 Marks)**

b) Discuss the signs of a failed records management system **(8 Marks)**

QN4 a) Discuss why every organization needs to invest in records management

(12 Marks)

b) Discuss the objectives of records management in an organization.

(8 Marks)

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

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

COURSE CODE: INS 2108

COURSE TITLE: OFFICE RECORDS MANAGEMENT

DATE: 3-12-2018   TIME: 2pm-4PM

INSTRUCTIONS TO CANDIDATES Answer Question **ONE** and any other **TWO** questions.   *This paper consists of two printed pages. Please turn over.*

Qn1. The office is termed as a central nervous system of an organization.

i) Define the term office. **(5 Marks)**

ii) Explain the administrative management of an office. **(15 Marks)**

iii) Discuss the duties of Office Manager**(10 Marks)**

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

Qn2. Office automation is a combination of various technologies meant to

improve efficiency of office work.

a)Discuss the major office automation systems **(15 Marks)**

b) State the advantages of office automation **(5 Marks)**

Qn3.a) Describe various classification schemes used in organizations. **(10 Marks)**

b)Explain principles governing a good filing scheme.**(3 Marks)**

c)Explain factors that need to be considered when choosing a classification system. **(7 Marks)**

QN4a) Discuss the resources required for the functioning of an office.

(15 Marks)

b) Explain the importance of a department in an organization

(5 Marks)

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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: 7-12-2018   TIME: 11.00AM-1.00PM

INSTRUCTIONS TO CANDIDATES

1. 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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REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
FOURTH YEAR FIRST SEMESTER

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

COURSE CODE: INS 451

COURSE TITLE:ADVANCE ARCHIVES MANAGEMENT

DATE: 11-12-2018   TIME: 8.30AM-10.30AM

INSTRUCTIONS TO CANDIDATES

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

SECTION A: COMPULSORY

QN1. Archives programmes in an institution are important activities that an archivist would like to carry out.

a) Discuss any five archival programmes in an institution. **(20 Marks)**

 b) Explain why Survey of records is an important exercise to be carried out in an organization **(10 Marks)**

QN 2. Aside from adhering to archival standards, records professionals have an obligation to adhere to professional standards of practice.

a) Discuss at least 6 requirements outlined in the ICA code of ethics. **(12 Marks)**

b) Discuss the part 2 of the ISO 15489 on records management programme

(8 Marks)

QN3. a) Discuss at least 6 main objectives of a Finding Aids in archival institution.

(12 Marks)

   b) Explain why Finding Aids is an important tool in the management of

   organizational records **(8 Marks)**

QN4. Records and Archives legislation is an essential components of wider

   legislation base of accountable and effective government.

    a) Discuss an archives policy **(6 Marks)**

    b) Benefit of archives policy   **(8 Marks)**

    c) Qualities of a good policy **(6 Marks)**