



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: 6TH DECEMBER 2018

TIME: 0830 - 1030HRS

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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