



GARISSA UNIVERSITY

**UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR TWO
SECOND SEMESTER EXAMINATION**

SCHOOL OF INFORMATION SCIENCES

FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 216

COURSE TITLE: RECORDS CENTRE MANAGEMENT

EXAMINATION DURATION: 3 HOURS

DATE: 09/04/18

TIME: 2.00-5.00 PM

INSTRUCTION TO CANDIDATES

- **The examination has SIX (6) questions**
- **Question ONE (1) is COMPULSORY**
- **Choose any other THREE (3) questions from the remaining FIVE (5) questions**
- **Use sketch diagrams to illustrate your answer whenever necessary**
- **Do not carry mobile phones or any other written materials in examination room**
- **Do not write on this paper**

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Explain the following terms as used in records management. **[10 marks]**
- i. Current records
 - ii. Semi-current records
 - iii. Non-current records
 - iv. Appraisal
 - v. Action date
- (b) Discuss the benefits of using a records centre over other systems of records management **[15 marks]**

QUESTION TWO

Assuming that you have been contracted to oversee the construction of a large records centre for your organization, please discuss using relevant examples the major characteristics that the centre must have in order to provide effective service **[15 marks]**

QUESTION THREE

Discuss the five principles of preservation in records management stating why it is necessary to observe each principle **[15 marks]**

QUESTION FOUR

Using appropriate examples, discuss the stages you would go through in managing human resources in your records centre and what they entail **[15 marks]**

QUESTION FIVE

Briefly describe the steps in developing a budget **[15 marks]**

QUESTION SIX

Records centers like many other organizational systems are responding to rapid changes that are affecting the society. Discuss the emerging Issues that records centre managers are likely to deal with **[15 marks]**

