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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2019/2020 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 107**

**COURSE TITLE: RECORDS MANAGEMENT I**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 17/02/2020 TIME: 09.00-11.00 AM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) 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) Discuss the major characteristics of well-managed records **[15 marks]**

(b) Outline the recommended records destruction methods for paper, electronic and other types of records **[15 marks]**

**QUESTION TWO**

Discuss the underlying principles in the continuum concept of records management **[20 marks]**

**QUESTION THREE**

Taking an inventory of all records within an agency can be a formidable task that requires careful planning. Please describe the fundamental questions that must be answered during the inventory process. **[20 marks]**

**QUESTION FOUR**

On being employed as a new records manager in the university, the administration has tasked you to appraise and isolate records with administrative value for proper storage. Discuss the fundamental questions you would ask in determining such value. **[20 marks]**

**QUESTION FIVE**

Using relevant examples, discuss the difference between the system and functional approaches to records management **[20 marks]**