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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2018/2019 ACADEMIC YEAR TWO**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY**

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

**COURSE CODE: INS 207**

**COURSE TITLE: OFFICE RECORDS MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 07/02/2020 TIME: 2.00-4.00 PM**

**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)**

1. Explain the office concept and changing role of the office **[10 marks]**
2. Discuss the factors that are considered in selection and purchase of office machine **[8 marks]**
3. Discuss filing methods used in offices and give examples **[12 marks]**

**QUESTION TWO**

Explain the role of an office in the management of records **[20 marks]**

**QUESTION THREE**

Describe the components of office records management **[20 marks]**

**QUESTION FOUR**

Explain the concept of utilization of imaging technology in office functions **[20 marks]**

**QUESTION FIVE**

Describe the resources required in managing office records. **[20 marks]**