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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR THREE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 341**

**COURSE TITLE: PROCUREMENT RECORDS MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 05/04/2021 TIME: 12.00-2.00 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)**

It is essential to set monitoring targets as a way of assessing the effectiveness of the records management program and to ensure that it is meeting the users’ needs. It is important to quantify the improvements brought about by the new records management system, and this will entail measuring activities both before and after introduction of the system. However, many organizations are still facing challenges in managing procurement records. As a newly recruited procurement officer, you notice that there is a dysfunctional records management system in you company. Therefore, the audit trail is not traceable and users of procurement records take long to locate various files.

**Required;**

1. Explain to the management of the company why it is important to effectively manage procurement records (10 marks)
2. Suggest five measures the organization can adopt to safeguard its records and protect the audit trail (10 marks)
3. State and explain five areas of procurement records management can be automated in an organization (10 marks)

**QUESTION TWO**

1. Explain the two major means of protecting electronic records (4 marks)
2. A record goes through a life cycle phases. Discuss these three phases (6 marks)
3. Discuss any five symptoms that shows a records office needs attention (10 marks)

**QUESTION THREE**

1. There are immense benefits that arise as a result of computerization/automation of procurement records. Discuss five of these benefits (10 marks)
2. There are various types of threats to the Safety and security of Procurement files and documents. Giving examples, discuss any five such threats (10 marks)

**QUESTION FOUR**

1. There are three major options in the acquisition of records management software, discuss the three options and cite an advantage of each (10 marks)
2. The ICT manager is responsible for the installation and maintenance of an electronic records management program. Explain any five other specific roles of the ICT manager (10 marks)

**QUESTION FIVE**

1. Explain any five factors a company should take into consideration when a selecting records management software (10 marks)
2. Explain five requirements that need to be available in the manual system before the system can be automated (10 marks)