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**GARISSA UNIVERSITY**

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

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

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

**COURSE CODE: INS 114**

**COURSE TITLE: RECORDS MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 24/08/2021 TIME: 3.00-5.00 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. What do you understand by the term record in the discipline of information science (3 Marks)
2. Explain any three principles which records managers use to carry out their responsibilities (9marks)
3. Using a well labelled diagram explain the life cycle of records (12Marks)
4. Explain the different types of records (6Marks)

**QUESTION TWO**

1. Identify any four key competencies to be possessed by a record manager (8Marks)
2. A typical records and archives institution may be divided broadly into three primary areas of responsibility explain each one of them (6Marks)
3. Explain the role of record creating agencies (6 Marks)

**QUESTION THREE**

You have been invited by your employer to speak to your fellow staff members on the levels of arrangement in records management so as to help them organize accumulated records. discuss the content of your speech. (20 Marks)

**QUESTION FOUR**

1. Using a diagram discuss the continuum model of records management (8Marks)
2. Discuss the value of records (12Marks)

**QUESTION FIVE**

Discuss the steps you would follow in establishing a successful record management programme (20Marks)