**GARISSA UNIVERSITY**

**School of Pure and Applied Sciences**

**Department of Computer and Information Sciences**

**INS II4 RECORDS MANAGEMENT**

**Question One**

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)