****

**GARISSA UNIVERSITY**

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

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

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

**COURSE CODE: INS 216**

**COURSE TITLE: RECORDS CENTRE 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. Describe the main characteristics of an ideal records centre and explain the importance of each characteristic in records management **(9 marks)**
2. Records survey is one of the most important functions of a properly established records centre. Please outline the usefulness of the survey to records management work **(21 Marks)**

**QUESTION TWO (20MARKS)**

Illustrate the layout of a standard records centre Accessions Register and explain the importance of each entry

**QUESTION THREE (20MARKS)**

Discuss Records Storage Requirements for the following variables for the different categories of records

**QUESTION FOUR (20MARKS)**

Your organisation has tasked you with the responsibility of heading a committee to discuss policy issues regarding the establishment of a new records centre. Please discuss te considerations will you make in completing your assignment)

**QUESTION FIVE (20MARKS)**

Discuss the various types and categories of costs that are associated with records centres and they should be considered during budgeting