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**GARISSA UNIVERSITY**

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

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

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

**COURSE CODE: INS 450**

**COURSE TITLE: RECORDS MANAGEMENT II**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 17/08/2021 TIME: 09.00-11.00 AM**

**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. Differentiate the following terms
2. Information management: (3 marks)
3. Records management: (3 marks)
4. Archives management: (3 marks)
5. Discuss the mail roles of records management in an organization (21 Marks)

**QUESTION TWO**

Outline the general principles of Records and Archives Care **(20Marks)**

**QUESTION THREE**

Using relevant examples, briefly define Integrated Records Management **(20Marks)**

**QUESTION FOUR**

Outline at least ten major sections of the Legislative Framework of records management in Kenya **(20Marks)**

**QUESTION FIVE**

As a manager of a corporate records management systems, please discuss records management best practices that you can implement to make your organization more successful **(20Marks)**