**GARISSA UNIVERSITY**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**DEPARTMENT OF INFORMATION SCIENCES**

**BACHELOR OF INFORMATION SCIENCES**

**AUGUST 2021 EXAM**

**INS 450 Records Management II**

**SECTION A COMPULSORY**

**Question one (30marks)**

1. (a) Differentiate the following terms (9 marks)

*Information management:* (3 marks)

*Records management*: (3 marks)

*Archives management*: (3 marks)

1. (b) Discuss the mail roles of records management in an organization (21 Marks)

**SECTION B: CHOOSE ANY THREE**

**Question Two (20Marks)**

1. Outline the general principles of Records and Archives Care

**Question Three (20Marks)**

1. Using relevant examples, briefly define Integrated Records Management

**Question Four (20Marks)**

1. Outline at least ten major sections of the Legislative Framework of records management in Kenya

**Question Five (20Marks)**

1. 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