



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

BACHELOR OF INFORMATION SCIENCE

HIS 4421: REGISTRY MANAGEMENT

SERIES: APRIL 2021

TIME: 2 HOURS

DATE: Apr 2021

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other **TWO** questions.

Do not write on the question paper.

Question ONE

- i. Records are fundamental tools in the business of government/ organizations. (15 marks)
- ii. Explain **FIVE** reasons why organizations should manage records as a key resource. (15 marks)

Question TWO

Registry staff have a responsibility to the registry users as much as they have to the records. Explain **FIVE** responsibilities that a registry staff has on the registry users, providing relevant examples.

(20 marks)

Question THREE

Identify **THREE** types of registries and explain **FIVE** advantages of each registry to an organization.
(20 marks)

Question FOUR

Explain **FIVE** essential characteristics of a good filing system. (20 marks)

Question FIVE

Discuss the steps followed in conducting record survey in an organization. (20 marks)