



TECHNICAL UNIVERSITY OF MOMBASA

School of Humanities and Social Sciences

Social Sciences

UNIVERSITY EXAMINATION FOR:

BACHELOR OF INFORMATION SCIENCE

HIS 4415: AUTOMATION OF RECORDS MANAGEMENT SYSTEMS

SERIES: JULY 2025

TIME: 2 HOURS

DATE: Pick Date Jul 2025

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. Discuss five major challenges organizations face when implementing electronic records management systems. (10 Marks)
- ii. Discuss five sources from which metadata can be captured in an electronic records management system. (10 Marks)
- iii. Explain five benefits of implementing electronic records indexing in an organization. (10 Marks)

Question TWO

Explain five essential categories of metadata that should be captured for electronic records. (10 Marks)
Highlight five benefits that result from applying standardized naming conventions to electronic records. (10 Marks)

Question THREE

Discuss five essential components of records management as evidence in legal proceedings. (10

Marks)

Explain five key provisions of the Kenya Information and Communication Act 2019 regarding electronic records. (10 Marks)

Question FOUR

Discuss five essential steps for implementing an effective records management program. (10 Marks)

Explain five benefits of adopting an electronic records management strategy. (10 Marks)

Question FIVE

Discuss five key functions that should be monitored regularly in an operational ERMS. (10 Marks)

Explain five critical success factors for implementing an ERMS project. (10 Marks)