



TECHNICAL UNIVERSITY OF MOMBASA

School of Humanities and Social Sciences

Social Sciences

UNIVERSITY EXAMINATION FOR:

BACHELOR OF INFORMATION SCIENCE

HIS 4415: AUTOMATED RECORDS MANAGEMENT SYSTEMS

SERIES: DECEMBER 2024

TIME: 2 HOURS

DATE: Pick DateDec 2024

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. Explain five benefits associated with the use of new technologies in managing electronic records. (10 Marks)
- ii. Explain five important metadata elements that should be captured during the indexing process of electronic records. (10 Marks)
- iii. Describe five key issues that organizations need to consider when collecting metadata for their electronic records management system. (10 Marks)

Question TWO

Explain five key purposes that records classification enables in an electronic records management system. (10 Marks)

Highlight five important rules that should be followed when implementing naming conventions for electronic records (10 Marks)

Question THREE

Explain five ways in which laws impact the management of records in organizations. (10 Marks)

Describe five key provisions of the Public Archives and Documentation Service Act (PADS Act) regarding records management. (10 Marks)

Question FOUR

Explain five key activities involved in records management. (10 Marks)

Describe five benefits of implementing a records management program. (10 Marks)

Question FIVE

Explain five key considerations when choosing an ERMS vendor for an organization. (10 Marks)

Describe five essential steps in configuring and implementing an ERMS. (10 Marks)