



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE
(DIS Sept / Jan 2013) ARM

BAR 2202 : REGISTRY MANAGEMENT

END OF SEMESTER EXAMINATIONS

SERIES: DECEMBER, 2013

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

-The paper consists of **TWO** sections **A** and **B**

-Section **A** is **COMPULSORY and** carries **30** marks.
-Answer **ANY TWO** questions **ONLY** from section **B**
This paper consists of **2** printed pages

SECTION A: (COMPULSORY) 30 MARKS

QUESTION ONE

- (a) Define the following:-
- (i) Registry
 - (ii) Record
 - (iii) Registry management
 - (iv) Automation (10 marks)
- (b) State **FOUR** records security classification levels (5 marks)
- (c) Briefly outline **THREE** Registry Acts on registry/Records management (5 marks)
- (d) State **THREE** types of registry systems (5 marks)
- (e) State **THREE** records filing methods (5 marks)

SECTION B : (Answer any **TWO** questions from this section) 40 marks

QUESTION TWO

- (a) Discuss the advantages and disadvantages of a centralized registry system (10 marks)
- (b) Outline the purpose and functions of a registry. (10 marks)

QUESTION THREE

- (a) Explain the challenges facing registry systems in Kenya (10 marks)
- (b) Explain the duties and functions of Registry filing clerk. (10 marks)

QUESTION FOUR

- (a) Outline and explain points to be considered when selecting records storage equipment. (10 marks)
- (b) Enumerate and explain types of records storage equipment. (10 marks)

QUESTION FIVE

- (a) Explain factors to be considered when deciding on the registry system (10 marks)
- (b) Enumerate indicators of a poor registry system. (10 marks)