



# **TECHNICAL UNIVERSITY OF MOMBASA**

*Faculty of Business & Social Studies*

**DEPARTMENT OF LIBERAL STUDIES & COMMUNITY  
DEVELOPMENT**

DIPLOMA IN INFORMATION SCIENCE  
(DIS Sept 2012)

**BAR 2203 : ELECTRONIC RECORDS 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 from section **B**  
This paper consists of **2** printed pages

## SECTION A: (COMPULSORY) 30 MARKS

### QUESTION ONE

- (a) Define the following terms in relation to electronic records management:-
- (i) Context and Content (4 marks)
  - (ii) Digital Assets (4 marks)
  - (iii) Metadata (4 marks)
  - (iv) Electronic record (4 marks)
  - (v) Proprietary File Formats (4 marks)
- (b) Discuss Records Life-Cycle versus Records Continuum (10 marks)

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

### QUESTION TWO

Discuss why electronic records should be managed and preserved. (20 marks)

### QUESTION THREE

Discuss the following forms of migration in digital preservation strategy.

- (a) Transfer to paper or microfilm. (10 marks)
- (b) Store records in a “software independent format” (10 marks)

### QUESTION FOUR

Discuss ACCESSIBILITY as an Electronic Records Management principle. (20 marks)

### QUESTION FIVE

Discuss **FIVE** approaches to managing E-mail record. (20 marks)