



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

**DEPARTMENT OF LIBERAL STUDIES & COMMUNITY
DEVELOPMENT**

DIPLOMA IN INFORMATION SCIENCE
(DIS Sept/Jan 2013)

BAR 2204 : APPRAISAL AND RETENTION SCHEDULING

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 followings:-

(i) Disposal of Records

(5 marks)

(ii) Notes on methods of disposal

(5 marks)

(b) Explain in brief the legal implications of records disposal

(10 marks)

(c) Discuss features of Records retention schedule.

(10 marks)

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

QUESTION TWO

Explain the main objectives of Records Appraisal

(20 marks)

QUESTION THREE

Discuss the Total Disposal Actions in records disposal?

(20 marks)

QUESTION FOUR

In determining records retention period, who is responsible for this and what are the components involved? Explain and discuss.

(20 marks)

QUESTION FIVE

A trainee intended to participate in records appraisal and retention scheduling, should equip herself/himself with various components state and explain these components.

(20 marks)