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 2205 : CLASSIFICATION OF RECORDS: TAXONOMY

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 terms and phrases
    (i) Records Taxonomy   **(2 marks)**
    (ii)   Filing   **(2 marks)**
    (iii)   File plan   **(2 marks)**
    (v)   Filing system   **(2 marks)**
    (vi)   Indexing   **(2 marks)**
(b) Outline the purpose of a records classification system   **(20 marks)**

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

QUESTION TWO

(a) Discuss the **FOUR** phases to be considered when building a records Taxonomy.   **(10 marks)**
(b) Outline the **FOUR** main requirements of a classification scheme.   **(10 marks)**

QUESTION THREE

(a) Describe the numeric file classification system.   **(10 marks)**
(b) Outline the attributes of a good filing system.   **(10 marks)**

QUESTION FOUR

(a) Outline the common problems found in most filing systems.   **(10 marks)**
(b) Explain methods used in collecting information while conducting a records inventory.
     (10 marks)

QUESTION FIVE

(a) Explain the **SIX** basic steps when conducting a record inventory   **(10 marks)**
(b) Discuss the importance of a record inventory.   **(10 marks)**