



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE
(DIS Sept /Jan 2013) (ARM Y2 S1)

BAR 2206 : 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 **ONLY** from section **B**
This paper consists of **2** printed pages

SECTION A: (COMPULSORY) 30 MARKS

QUESTION ONE

(a) Define the followings:-

(i) Records Management (5 marks)

(ii) Records life cycle (5 marks)

(b) Give the historical background of Records Management? (10 marks)

(c) Explain the characteristics of records? (10 marks)

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

QUESTION TWO

Explain the legal and ethical issues involved in Records Management (20 marks)

QUESTION THREE

Discuss the principles of Records Management? (20 marks)

QUESTION FOUR

“Microfilming” is one way of records preservation. Explain, define and state the principles of microfilming in records preservation. (20 marks)

QUESTION FIVE

Name and explain the factors which lead to Records Management from the 19th century to –date? (20 marks)