



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

**DIPLOMA IN INFORMATION SCIENCE
(DIS SEPT 12/JAN 13 (ARM) Y2 S2)**

BAR 2209 : MANAGEMENT OR RECORDS CENTRES

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: JULY, 2014

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

- Answer **ALL** questions in section A
- Answer **ANY TWO** questions in section B
- This paper consists of **2 printed** pages

SECTION A: (COMPULSORY)

QUESTION 1 (COMPULSORY)

- (a) Define a records center. **(2 marks)**
- (b) Enumerate any **FOUR** types of records centers. **(4 marks)**
- (c) Outline **FIVE** functions of a records center. **(5 marks)**
- (d) Explain **FIVE** requirements for setting up a records center. **(10 marks)**
- (e) Describe **THREE** methods a records center can use in the disposition of its records. **(9 marks)**

SECTION B: Answer any TWO questions from this section

QUESTION 2

Explain the **EIGHT** steps that are involved in planning and developing a records center for the care of semi-current records. **(20 marks)**

QUESTION 3

- (a) Explain **FIVE** duties of records center staff. **(10 marks)**
- (b) Explain **FIVE** functions of communications and technology systems in a records center. **(10 marks)**

QUESTION 4

Describe **FIVE** procedures to be followed in relation to records center management. **(20 marks)**

QUESTION 5

- (a) Explain the following terms:
- (i) Emergency plan **(3 marks)**
 - (ii) Vital records **(3 marks)**
- (b) Explain the qualities records must possess to ensure security. **(14 marks)**