Technical University of Mombasa

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCES
(DIS JAN. 2012)

BAR 2302: REGISTRY MANAGEMENT

SPECIAL/SUPPLEMENTARY EXAMINATIONS
SERIES: JUNE 2013
TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

–This paper consists of **TWO** sections **A** and **B**
–Answer section **A (COMPULSORY)** and any other **TWO** in section **B.**
This paper consists of **2** printed pages

SECTION A
(COMPULSORY)

QUESTION ONE
  a) State the types of registry systems.   **(5 marks)**
  b) Enumerate records Management ACTS and policies.   **(5 marks)**
  c) State the records security classification levels in public office.   **(5 marks)**
  d) There are a number of challenges facing registry system in Kenya. Discuss.   **(15 marks)**

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

QUESTION TWO
  a) Explain the importance of registry in your organization.   **(10 marks)**
  b) Describe steps in setting up a registry system.   **(10 marks)**

QUESTION THREE
  a) Explain the features of a good registry system.   **(10 marks)**
  b) Explain the impact of ICT in registry management.   **(10 marks)**

QUESTION FOUR
  a) Describe the historical developments of registry systems in Kenya.   **(10 marks)**

  b) State **TEN** indicators of a poor registry management system.   **(10 marks)**

QUESTION FIVE
  a) Outline the advantages and disadvantages of a centralized registry system.   **(10 marks)**

  b) Explain the duties of registry filing clerk.   **(10 marks)**