



Technical University of Mombasa

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE ARCHIVES AND RECORDS
MANAGEMENT

BAR 2305: CLASSIFICATION OF RECORDS: TAXONOMY

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: JUNE 2013

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

-Answer Question **ONE (COMPULSORY)** and any other **TWO** questions

This paper consists of **2 printed** pages

QUESTION ONE (COMPULSORY)

- (a) Define the following terms and phases
 - i) Record taxonomy (3 marks)
 - ii) Records inventory (3 marks)
 - iii) File index (3 marks)
 - iv) Coding system (3 marks)
 - v) File numeration (3 marks)
- (b) Discuss the benefits of a record classification scheme. (15 marks)

QUESTION TWO

- (a) Describe the features of a good file indexing system. (10 marks)
- (b) Discuss the **THREE** record classification levels. (10 marks)

QUESTION THREE

- (a) Explain the numeric file classification system highlighting the advantages and disadvantages of the system. (10 marks)
- (b) Discuss the challenges in automating records classification. (10 marks)

QUESTION FOUR

- (a) Highlight the attributes of a good filing system. (10 marks)
- (b) Discuss the requirement of a good file classification system. (10 marks)

QUESTION FIVE

- (a) Describe steps of conducting a records inventory. (10 marks)
- (b) Discuss the impact of ICT in records taxonomy. (10 marks)