



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR**

THIRD YEAR FIRST SEMESTER

**SCHOOL OF SCIENCE & INFORMATION SCIENCE
BACHELOR OF SCIENCE IN INFORMATION SCIENCE**

COURSE CODE: INS 3223

**COURSE TITLE: MANAGEMENT OF ELECTRONIC
RECORDS**

DATE: 15TH APRIL 2019

TIME: 11.00AM -1.00PM

INSTRUCTIONS TO CANDIDATES

ANSWER question One and any other Two

This paper consists of 2 printed pages. Please turn over.

- 1a) Define the term “electronic record” (4 marks)
- 1c) State **four** attributes that every electronic record (4 marks)
- 1d) Highlight any **four** electronic record formats (4 marks)
- 1e) As a records manager in an institution, discuss the approach you would take in the management of the organizational records. (8 marks)
- 1f) State **five** factors that you would consider before implementing an electronic records management system (10 marks)
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- 2a) Explain challenges advanced by electronic records (10 marks)
- 2b) Discuss management principles of retention and disposal of electronic records (10 marks)
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- 3a) Explain any four essential characteristics of electronic records (8 marks)
- 3b) Compare managing electronic records with paper records (12 marks)
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- 4a) Email is a primary business tool for both internal and external communication. Explain processes for preserving electronic mail (6 marks)
- 4b) Explain lifecycle of electronic records (4 marks)
- 4c) Discuss the importance of Electronic Records Management Policy and its development process (10 marks)

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