MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS
2019/2020 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER

SCHOOL OF SCIENCE AND INFORMATION SCIENCES
BACHELOR OF SCIENCE IN INFORMATION SCIENCES

COURSE CODE: INS 1107
COURSE TITLE: INTRODUCTION TO RECORDS MANAGEMENT

DATE: 9TH DECEMBER, 2019   TIME: 2.30 PM - 4.30 PM

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **TWO** questions

QUESTION ONE

Explain the following concepts used in Records Management:

    a) Records Management   **(10 Marks)**

    b) Information Management   **(10 Marks)**

    c) Knowledge Management   **(10 Marks)**

SECTION B: ANSWER ANY TWO (2) QUESTIONS FROM THIS SECTION

QUESTION TWO

Discuss the following concepts:

a) Ten (10) Aims and objectives of Records Management   **(10 Marks)**

b) Seven (7) principle of good Records Management   **(10 Marks)**

QUESTION THREE

Describe the following Concepts with relevant illustrations:

    a) Current Records   **(5 Marks)**

    b) Semi- Current Records   **(5 Marks)**

    c) Non- Current Records   **(5 Marks)**

    d) Continuum Model   **(5 Marks)**

QUESTION FOUR

 a) Discus the seven characteristics of system in relations to Records Management   **(10 Marks)**

 b) Describe the five management functions in records management   **(10 Marks)**

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