



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

FIRST YEAR SECOND SEMESTER

**SCHOOL OF SCIENCE AND INFORMATION
SCIENCES**

BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 1213-1

COURSE TITLE: RECORDS CENTRE MANAGEMENT

DATE: 17/5/24 TIME: 1100-1300HRS

INSTRUCTIONS TO CANDIDATES

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

SECTION A: COMPULSORY QUESTION

Q1.a) Discuss the concept of “records centre” **(5 marks)**

b) Explain the key services rendered by records centres in Kenya.

(10marks)

c) Discuss the characteristics of a records centre **(5 Marks)**

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

Q2.a) Describe what is a Records Retention and Disposal Schedule **(3 marks)**

b) Explain the specific objectives of a retention and disposal schedule

(4 marks)

c) Discuss the necessary preliminary steps in developing the retention and disposal schedule **(8 marks)**

Q3.) a) Analyze the functions of a commercial records centre **(10 marks)**

b) Explain the resources needed by records centres for their effective

operations. **(5 marks)**

Q4.) a) Discuss the factors influencing automation of record centre

(8 marks)

B) Explain areas in a records centre where information technology can be

Integrated. **(7 marks)**

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