



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS**

**2017/2018 ACADEMIC YEAR**

**THIRD YEAR SEMESTER ONE**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES**

**COURSE CODE: INS 350**

**COURSE TITLE: ICT IN RECORDS AND ARCHIVES MANAGEMENT 2**

**DATE: 25<sup>TH</sup> APRIL, 2018**

**TIME: 1100 – 1300HRS**

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**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS.**

**ILLUSTRATE YOUR ANSWERS WITH APPROPRIATE EXAMPLES.**

- 1 a) Define ICT **(4 marks)**
- b) Name five technologies used in records and archives management **(4 marks)**
- c) What is information security **(4 marks)**
- e) Distinguish among records management, archives management and information management. **(6 marks)**
- d) Discuss **five** benefits and challenges in implementation of electronic records management systems in a developing country like Kenya. **(12 marks)**
- 2a) Discuss how the use of ICT has impacted on privacy, confidentiality, and security in banking and health sectors. **(10 marks)**
- 2b) Compare and contrast paper and electronic records. **(10marks)**
- 3a) The benefits of computerization can only be realized if there is appropriate infrastructure to support it. State **five** requirements of computerization. **(5 marks)**
- 3b) Discuss the role of security policies in records and archives management, and explain the components in its development. **(15 marks)**
- 4 Discuss **two** goals and **five** benefits of an Integrated records and archives management programme and explain the steps you would use in developing such a programme. **(20 marks)**

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