



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2018/2019 ACADEMIC YEAR  
THRD YEAR SEMESTER ONE UNIVERSITY  
EXAMINATION FOR THE DEGREE OF  
BACHELOR OF INFORMATION SCIENCES**

**COURSE CODE: INS 1108**

**COURSE TITLE: ICTs IN RECORDS AND  
ARCHIVES MANAGEMENT I**

**DATE: 10<sup>TH</sup> DECEMBER 2018**

**TIME: 0830 - 1030 HOURS**

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## **INSTRUCTIONS TO CANDIDATES**

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

**Question 1a)** Define the term ICT **(2 marks)**

**Question 1b)** State **four** attributes that every electronic record possesses.

**(4marks)**

**Question 1c)** Describe records according to their use or values **(4 marks)**

**Question 1d)** Explain **four** main uses of computers for record keeping in

private and public sectors?

**(4 marks)**

**Question 1e)** What is authenticity

**(2 marks)**

**Question 1f)**What are the benefits of records management?

**(4 marks)**

**Question 1g)** Institutions such as hospitals, universities are increasingly reliant on information communications technology (ICTs) as a crucial component of records management. State **five** categories of ICTs and explain why such organizations are taking this approach **(10 marks)**

**Question 2a)** Explain the difference between document and record, and state five forms of records. **(10 marks)**

**Question 2b)** The implementation of ICTs is being held back by a number of issues. Explain five barriers to the integration of ICTs **(10 marks)**

**Question 3a)** Discuss the benefits of ICTs in records and archives management **(12 marks)**

**Question 3b)** State **four** categories of records and their value **(8 marks)**

**Question 4a)** You are employed as a records manager. Explain with examples why you would recommend the use of electronic records as compared to that of paper records to the management? **(10 marks)**

**Question 4b)** State **four** main electronic record format types. **(4 marks)**

**Question 4c)** Describe **three** types of information and communication technologies used by health professionals **(6 marks)**

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