



MAASAI

MARA

UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2018/2019 ACADEMIC YEAR

SECOND YEAR SECOND SEMESTER EXAM

**SCHOOL OF SCIENCE AND INFORMATION
SCIENCES**

**BACHELOR OF SCIENCE IN INFORMATION
SCIENCES**

COURSE CODE: INS 2209

**COURSE TITLE: RECORDS CENTRE
MANAGEMENT**

**DATE: 15TH APRIL 2019
-10.30AM**

TIME: 8.30AM

INSTRUCTIONS TO CANDIDATES

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

1) QUESTION ONE

- a) Define a Record Centre **(5 Marks)**
- b) Explain different types of Records Centres **(9 Marks)**
- c) Discuss the reasons for establishing Records Centers in an organization. **(6 Marks)**
- d) Discuss the role of a Record Centre **(10 Marks)**

QUESTION TWO

You have been appointed a Records Manager in charge of a Record Centre in Maasai Mara University.

a) Discuss factors you need to consider before setting up a Record Centre

(12 Marks)

b) Explain different characteristics of a record centre **(8 Marks)**

QUESTION THREE

a) Discuss the resources required in any given record centre **(15 Marks)**

b) Explain why disposition of records at the records centre is important

(5 Marks)

QUESTION FOUR

4) a) Discuss the factors influencing automation of a Record Centre.

(10 Marks)

b) Explain areas in a Records Centre where information technology can be

integrated to manage records

(10 Marks)

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