



# **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: 15<sup>TH</sup> APRIL 2019**

**TIME: 8.30AM -10.30AM**

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**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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