



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS 2019/2020 ACADEMIC YEAR FOURTH YEAR FIRST SEMESTER

SCHOOL OF SCIENCE AND INFORMATION SCIENCES BACHELOR OF SCIENCE IN INFORMATION SCIENCES

**COURSE CODE: INS 4112
COURSE TITLE: ADVANCE RECORDS
MANAGEMENT**

DATE: 13TH DECEMBER, 2019

TIME: 11.00 AM - 1.00PM

INSTRUCTIONS TO CANDIDATES

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

*This paper consists of **TWO** printed pages. Please turn over.*

SECTION A: COMPULSORY

Qn.1a) Discuss the six Governance Objectives and Key Records Requirements for each objective. **(10 Marks)**

b) Discuss 10 roles of Records Management and Archives Management Program in Public and Private Sector Organizations. **(20 Marks)**

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

Qn.2 Discuss at least nine business benefits of Records Management Programme in an Institution. **(20 Marks)**

Qn.3) i) Discuss digital Records Keeping in an Organization. **(7 Marks)**

ii) Explain why Meta Data is important in the management of digital records. **(7 Marks)**

iii) Examine six challenges facing records management automation. **(6 Marks)**

Qn4.a) Discuss 12 steps used to write a Records Management Policy. **(15 Marks)**

b) What issues does the above policy address in an Organization? **(5 Marks)**

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REGULAR UNIVERSITY EXAMINATIONS

**2019/2020 ACADEMIC YEAR
FOURTH YEAR FIRST SEMESTER**

**SCHOOL OF SCIENCE AND INFORMATION SCIENCES
BACHELOR OF SCIENCE IN INFORMATION
SCIENCES**

**COURSE CODE: INS 4113
COURSE TITLE: ADVANCED ARCHIVES
MANAGEMENT**

DATE: 6TH DECEMBER, 2019

TIME: 1100 1300 HRS

INSTRUCTIONS TO CANDIDATES

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

*This paper consists of **TWO** printed pages. Please turn over.*

SECTION A: COMPULSORY

Qn1 a) The Archivist is the custodian of records of enduring value. Discuss at least eight (8) uses of archives by different communities of users **(15 Marks)**

b) The management of Archives starts with the development of Archives Policy. Discuss in detail the five (5) critical value of archives policy. **(15 Marks)**

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

Q2. You have been appointed as an Archives and Records Management Officer in an institution and assigned to set up an archives and Records Management programme.

a) Discuss five steps of establishing this programme. **(10 Marks)**

b) Examine the five elements of a records management programme **(10 Marks)**

Q3. Archives Management programmes are guided by archival ethics and standards.

a) What are professional ethics? **(4 Marks)**

b) What are the key principles of Codes of Ethics? **(8 Marks)**

c) Explain the importance of standards of professional archivists. **(8 Marks)**

Qn4a) The arrangement and description of Archives control over the holdings of archival institution. Explain the two types of controls **(10 Marks)**

b) Discuss different levels of arrangement. **(10 Marks)**

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