



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
SECOND YEAR SEMESTER ONE**

**SCHOOL OF SCIENCE & INFORMATION SCIENCE
BACHELOR OF INFORMATION SCIENCES**

**COURSE CODE: INS 3118
COURSE TITLE: ICT IN RECORDS
MANAGEMENT II**

DATE: 6 TH DECEMBER 2018

TIME: 11.00 AM

INSTRUCTIONS TO CANDIDATES

(32 candidates)

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

- Question 1a)** Describe the components of ICTs (2 marks)
- Question 1 b)** Explain **four** uses of ICTs in records management and archives management (2 marks)
- Question 1 c)** Using relevant examples, explain **five** benefits of ICT application in records and archives management. (4 marks)
- Question 1 d)** Give examples of five recordkeeping software that you know and discuss their general features. (4 marks)
- Question 1 e)** Discuss **four** criteria would you use in selecting archival management software for an archival institution? (4 marks)
- Question 1 f)** Describe records according to their use or values (4 marks)
- Question 1 g)** "Records management is becoming increasingly dependent on technology". Discuss five types of ICTs, giving examples. (10 marks)
- Question 2a)** "The development in ICT has changed the face of records management 21st century" Explain the statement (12marks)
- Question 2b)** Discuss the integration of information communication and technology (ICT) systems in the management of records in health organizations in Kenya (8 marks)
- Question 3a)** Explain three categories of good practice of records management in ICT systems (6 marks)
- Question 3b)** Describe **four** types of ICTs applicable in records and archives management (8 marks)
- Question 3c)** Explain factors to consider when adopting the use of ICTs in records management (6 marks)
- Question 4a)** Differentiate between Archives Management, information Management and Records Management? (4 marks)
- Question 4b)** Discuss five issues that should be considered with regard to Information Security, confidentiality and privacy when adopting use of ICTs in records management (8 marks)
- Question 4c)** The administrative functions of public institutions such as universities in Kenya rely and actively use email communication in their official business. Discuss challenges associated with managing emails as electronic records. (8 marks)

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