MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS 2018/2019ACADEMIC YEAR

THIRD YEAR FIRST SEMESTER

SCHOOL OF SCIENCE & INFORMATION SCIENCE

BACHELOR OF SCIENCE IN INFORMATION SCIENCE

COURSE CODE: INS 3223

COURSE TITLE: MANAGEMENT OF ELECTRONIC

RECORDS

INSTRUCTIONS TO CANDIDATES
ANSWER question One and any other Two

This paper consists of 2 printed pages. Please turn over.

1a) Define the term "electronic record"   **(4 marks)**

1c) State **four** attributes that every electronic record **(4 marks)**

1d) Highlight any **four** electronic record formats   **(4 marks)**

1e) As a records manager in an institution, discuss the approach you would take in the management of the organizational records.   **(8 marks)**

1f) State **five** factors that you would consider before implementing an electronic records management system   **(10 marks)**

2a) Explain challenges advanced by electronic records **(10 marks)**

2b) Discuss management principles of retention and disposal of electronic records **(10 marks)**

3a) Explain any four essential characteristics of electronic records   **(8 marks)**

3b) Compare managing electronic records with paper records **(12 marks)**

4a) Email is a primary business tool for both internal and external communication. Explain processes for preserving electronic mail (**6 marks)**

4b) Explain lifecycle of electronic records   **(4 marks)**

4c Discuss the importance of Electronic Records Management Policy and its development process
                    (10 marks)

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