



KENYATTA UNIVERSITY

**EXAMINATION FOR THE DIPLOMA IN RECORDS AND INFORMATION
TECHNOLOGY**

ISC 054: DIGITIZATION AND DOCUMENT MANAGEMENT SYSTEM

1ST SEMESTER 2022/2022

TIME: 2 HOURS

INSTRUCTIONS: Answer Question 1 and any other 2.

1. (a) Explain the following terms:
 - i. Digitization
 - ii. Digital Hearing Aids
 - iii. Digital Cameras
 - iv. Scanners
 - v. Electronic Records. (10 marks)
- (b) Explain five reasons why information centers are investing in digitization projects. (10 marks)
- (c) Explain different ways of digitizing our world. (10 marks)
2. (a) Explain the features of an Electronic Document Management System (EDMS). (10 marks)
- (b) Explain five ways through which documents can be captured during digitization. (10 marks)
3. (a) Explain five reasons for retaining printed copies of digitized documents. (10 marks)
- (b) Identify items that would be left out during digitization. (10 marks)
4. Explain five challenges faced by information centers in digitizing their collection and suggest appropriate remedies. (20 marks)
5. Explain advantages and disadvantages of outsourcing during digitization of collections. (20 marks)