



KENYATTA UNIVERSITY

DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL) EXAMINATION FOR DIPLOMA IN LIBRARY SCIENCE AND RECORDS MANAGEMENT

ISC 040: RECORDS AND REGISTRY MANAGEMENT

1ST TRIMESTER 2021/2022

TIME: 2 HRS

INSTRUCTIONS

Answer Question ONE and any other Two Questions

- 1
 - a) Explain the Four (4) qualities of records (20 marks)
 - b) Records can be classified by their types. Discuss. (6 marks)
 - c) Explain the Four (4) important concepts that govern management of records and archives (4 marks)
2. Discuss the Four (4) phases of life cycle of records (20 marks)
- 3
 - a) Explain Five (5) advantages and Five (5) disadvantages of Centralized Registry (10 marks)
 - b) Explain the principle of *Respect des Fonds* (10 marks)
4.
 - a) Records can be classified according to the creators. Discuss this statement and give examples where applicable (15 marks)
 - b) Highlight Five (5) characteristics of a good filing system (5 marks)
5. Records undergo five (5) processing activities. Discuss. (20 marks)
(20 marks)