



**KENYATTA UNIVERSITY**

**DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)**

**EXAMINATION FOR DIPLOMA IN RECORDS MANAGEMENT**

**ISC 046: COMPUTER APPLICATION IN RECORDS MANAGEMENT**

**2<sup>ND</sup> TRIMESTER 2022/2023**

**TIME: 2 HRS**

**INSTRUCTIONS**

**Answer Question One and any other Two questions**

**Question One**

- a) Explain Eight functions of a record keeping system (16 marks)
- b) Explain the following terms
  - i) Metadata
  - ii) Authenticity
  - iii) Reliability
  - iv) Audit Trail (4 marks)
- c) Explain Five unique characteristics of electronic records (10 marks)

**Question Two**

Explain the reasons for automating the records and archives management function in an organization citing the various challenges experienced. (20 marks)

**Question Three**

Explain the best practices for managing electronic records (20 marks)

**Question Four**

- a) Identify various stakeholders in a records automation project (10 marks)
- b) Explain the conditions necessary for the storage of digital collections (10 marks)

**Question Five**

Compare and contrast manual and electronic records keeping citing the advantages and disadvantages of both (20 marks)