



KENYATTA UNIVERSITY

DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR DIPLOMA IN RECORDS AND INFORMATION TECHNOLOGY
ISC 051: APPRAISAL AND DISPOSITION

3rd Trimester 2020/2021

TIME: 2Hrs

INSTRUCTIONS:

Question ONE(1) is compulsory. Attempt any other TWO (2) questions

1. (a) Discuss the role of records and archives institution in developing and authorizing a disposal schedules. (20 marks)
- (b) Explain the purpose of appraisal (5 marks)
- (c) Highlight the contents of a disposal schedule (5 marks)
2. (a) Define any five (5) of the following terms (10 marks)
 - (i) Appraisal
 - (ii) Retention
 - (iii) Retention period
 - (iv) Records survey
 - (v) Disposal schedule
 - (vi) Destruction
- (b) Explain the steps of developing a disposal/retentions schedule (10 marks)
3. Discuss the concepts of appraising record for continuing utility (20 marks)
4. Explain the important features of a file management systems that supports good records management programme. (20marks)
5. (a) Explain the four benefits of records scheduling (12 marks)
- (b) Discuss the role and responsibility of senior manager in developing and authorizing disposal schedules. (8 marks)