



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF MASTER OF LIBRARY AND
INFORMATION SCIENCES

ISC 812: RECORDS AND ARCHIVES MANAGEMENT

3RD TRIMESTER 2020/2021

TIME: 3 HOURS

INSTRUCTIONS:

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

1. (a) Explain FIVE (5) types of records found in an organization. (20 marks)
- (b) Explain the implications of failure to create adequate records or to maintain them appropriately. (10 marks)
2. (a) Explain FIVE (5) principles of records management. (10 marks)
- (b) Explain the concept of recordkeeping and discuss the FOUR (4) characteristics' of a record keeping system. (10 marks)
3. Explain the goals of an integrated records and archives management programme and how to achieve them. (20 marks)
4. Discuss the challenges of managing electronic records. (20 marks)
5. Describe the attributes/characteristics of a records management. (20 marks)