



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND
INFORMATION SCIENCE
ISC 301: ELECTRONICS RECORD MANAGEMENT

1st Trimester 2022/2023

TIME: 2 Hrs

INSTRUCTIONS:

- (i) This Examination paper has FIVE Questions.
- (ii) Answer Question ONE and ANY other TWO Questions.
- (iii) Do not write anything on the question paper.

QUESTION ONE

(30 MARKS)

- a) With aid of a diagram, describe the e-records life cycle and explain its importance in e-record retention. (12 marks)
- b) Explain some of the benefits associated with the use of new technologies in managing electronic records. (18 marks)

QUESTION TWO

- a) Describe the THREE common Electronic Records Management Principles (9 marks)
- b) Describe the phases in planning and managing an e-Record Management Program. (11 marks)

QUESTION THREE

- a) Describe how the capturing of metadata supports the digital record management systems. (10 marks)
- b) Discuss the benefits of using Electronic Technologies in Record Management. (10 marks)

QUESTION FOUR

Discuss salient features to consider while choosing records management systems. (20 marks)

QUESTION FIVE

With examples, analyze the challenge faced by University Libraries in digitizing their library materials. (20 marks)