



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR DIPLOMA IN RECORDS MANAGEMENT
ISC 046: COMPUTER APPLICATION IN RECORDS MANAGEMENT

2ND 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)