



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DIPLOMA IN RECORDS AND INFORMATION
TECHNOLOGY

ISC 047: RECORD CENTRE MANAGEMENT

2ND TRIMESTER 2022/2023

TIME: 2 HOURS

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS.

1. (a) Explain the purposes of the following:
 - i. Records reference request card (5 marks)
 - ii. Records transfer list (5 marks)
- (b) Outline FIVE functions of a record centre. (10 marks)
- (c) Highlight FIVE considerations in setting up a records centre. (10 marks)
2. (a) Explain what is a records survey. (5 marks)
- (b) Explain how a records survey is conducted using each of the following methods:
 - i. Observation (5 marks)
 - ii. Interview (5 marks)
 - iii. Questionnaire (5 marks)
3. Explain TEN benefits of Information Communication and Technology application in a record centre. (20 marks)
4. (a) Explain FIVE considerations in deciding methods of records disposal in a record centre. (10 marks)
- (b) Outline FIVE commonly used records disposal methods in a records centre. (10 marks)
5. (a) Explain FIVE responsibilities of a records manager. (10 marks)
- (b) Explain FIVE skills and competencies required of staff working in a record centre. (10 marks)