



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

ISC 048: RECORDS STORAGE AND RETRIEVAL

2ND TRIMESTER 2022/2023

TIME: 2 HOURS

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS.

1. (a) Explain the following concepts:
 - i. Records storage (5 marks)
 - ii. Records retrieval (5 marks)
- (b) Outline FIVE advantages that metallic storage facilities have over wooden ones. (10 marks)
- (c) Outline FIVE space requirements for proper records keeping. (10 marks)
2. Explain any FIVE record tracking tools used in an organization. (20 marks)
3. (a) Explain FIVE considerations in selection of suitable records storage facilities. (10 marks)
- (b) Explain FIVE challenges likely to be encountered in the acquisition of storage facilities. (10 marks)
4. (a) What is digitization of records? (2 marks)
- (b) Explain SIX advantages of storing records in a digital format. (18 marks)
5. Describe the following records storage equipment highlighting TWO advantages and TWO disadvantages of each:
 - i. Filling cabinets (5 marks)
 - ii. Mobile shelves (5 marks)
 - iii. File racks/open shelves (5 marks)
 - iv. Fire proof cabinets/safe (5 marks)