



KENYATTA UNIVERSITY

**DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR DIPLOMA IN RECORDS MANAGEMENT**

ISC 049: MANAGEMENT OF ELECTRONIC RECORDS

2ND TRIMESTER 2022/2023

TIME: 2 HOURS

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) Explain the following terms:
 - i) E-record (3 marks)
 - ii) Information system (3 marks)
 - iii) Explain the e-records in terms of its accessibility (6 marks)
- b) Explain any THREE challenges experienced by information centers in managing e-records and offer a solution for each challenge. (12 marks)

QUESTION TWO

- a) Explain the process of creating an e-record policy document. (10 marks)
- b) Highlight the relative drawbacks of computer as a means of keeping record over all other methods of record keeping like manual filing system. (10 marks)

QUESTION THREE

- a) Explain the staff involved in the record management tasks. (10 marks)
- b) Explain why the management of e-records remains a neglected area of most university record keeping system. (10 marks)

QUESTION FOUR

- a) Discuss any FIVE reasons for implementing e-records systems in most organizations in managing e-records. (10 marks)
- b) Explain the process of Selection and Maintenance of electronic Records Systems. (10 marks)

QUESTION FIVE

With relevant examples, discuss the challenges faced by academic libraries in managing their e-records systems.