



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN RECORD
MANAGEMENT

ISC 427: RECORDS AND OFFICE MANAGEMENT

2ND TRIMESTER 2021/2022

TIME: 2 Hours

INSTRUCTIONS: Answer question One and any other Two

1. (a) Explain the following concepts as used in records management. (15 Marks)
 - (i) Records appraisal
 - (ii) Continuum concept
- (b) Discuss the aims of records management (20 Marks)
2. You have been contracted the County Government of Kiambu to set up a consistency development fund (CDF) office. Describe the layout of an local record office you will set up. (20 Marks)
- 3 a) Define the term record appraisal. (5 Marks)
- b) As a new employed archivists at the Kenya National Archives and documentations Service (KNADS), explain why appraisal of records is done.
4. Highlight security issues in the management of electronic records. (20 Marks)
5. a) Explain the term Records retention schedule. (5 Marks)
- b) Highlight the important of a retention schedule in a record office. (15 Marks)