



KENYATTA UNIVERSITY

**EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN
RECORDS MANAGEMENT**

ISC 427: RECORDS AND OFFICE MANAGEMENT

2ND SEMESTER 2022/2023

TIME: 2 HRS

INSTRUCTIONS

Answer Question One and any other Two questions

1. a) Define the term legal holds and explain how this can affect how long a record must be retained (10 marks)
- b) Define the term record Disposition and give examples of the following record types that arises based on disposition
 - i) Temporary records (5 marks)
 - ii) Permanent records (5 marks)
 - iii) Unscheduled records (5 marks)
 - iv) Records on legal hold (5 marks)
2. a) Explain why the life cycle and continuum approaches mean the end of a demarcation between the records manager and the archivist (8 marks)
- b) Define the following terms as used in records management
 - i) Archival records (4 marks)
 - ii) Vital records (4 marks)
 - iii) Litigation hold (4 marks)
3. a) Explain the importance in establishing and maintaining a records management for an office? (8 marks)
- b) Define the relationship between the following terms.
 - i) Records appraisal (4 marks)
 - ii) Records disposal (4 marks)
 - iii) Records retention (4 marks)

4. a) List and explain the four important qualities of records (8 marks)
- b) Using examples differentiate between the following values attached to records:
- i) Primary and secondary value (4 marks)
 - ii) Fiscal and legal value (4 marks)
 - iii) Information and Intrinsic value (4 marks)
5. To provide documentary evidence, records must be of sufficient quality and completeness, based on this statement discuss. (20 marks)