



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)

**EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND INFORMATION
SCIENCE AND BACHELOR OF SCIENCE IN RECORDS MANAGEMENT AND
INFORMATION TECHNOLOGY**

ISC 429: STRATEGIC PLANNING FOR RECORDS AND ARCHIVES SERVICES

2ND TRIMESTER, 2022/2023

TIME: 2 Hours

INSTRUCTIONS:

Answer question ONE and other TWO questions

1. a) Explain the relationship between records and archives management and information management. (12 marks)
b) Describe how the following principles support in setting a good foundation for records and archives management system?
 - i Accountability. (6 marks)
 - ii Transparency. (6 marks)
 - iii Integrity. (6 marks)
2. Using examples explain the following four different approaches to formal strategic planning.
 - a) Top – Down Approach. (5 marks)
 - b) Bottom – Up Approach. (5 marks)
 - c) Mixture of the Top – Down and Bottom –Up Approaches. (5 marks)
 - d) Team Approach. (5 marks)
3. a) Describe the processes involved in strategic planning. (8 marks)
b) What are the qualities of a project that makes it different from a routine, repetitive process? (12 marks)
4. Outline what happens at each of the following stages of project implementation.
 - a) Initiating. (4 marks)
 - b) Planning. (4 marks)
 - c) Executing. (4 marks)
 - d) Controlling. (4 marks)
 - e) Closing. (4 marks)
5. List and explain the eight Generally Accepted “Principles” of record management. (20 marks)