



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF MASTER OF LIBRARY AND
INFORMATION SCIENCE

ISC 812: RECORDS AND ARCHIVES ADMINISTRATION

2ND TRIMESTER 2022/2023

TIME: 2 HOURS

INSTRUCTIONS: ANSWER ANY THREE QUESTIONS.

1. (a) Discuss the ethical issue that underpin records management. (10 marks)
 (b) Explain the component of a viable records management program in an
 organization. (10 marks)
2. (a) Critically discuss the principles and practices that drive records appraisal.
 (10 marks)
 (b) Discuss the procedure you would apply in the appraisal of records in an
 organization. (10 marks)
3. Explain the mechanisms you would propose for electronic records preservation.
 (20 marks)
4. (a) Discuss five characteristics of business records. (10 marks)
 (b) Discuss five reasons that necessitate the control of access to records in an
 Archives Institution. (10 marks)
5. Using appropriate examples, explain the importance of correspondence tracking
 systems in an organization. (20 marks)