



KENYATTA UNIVERSITY

EXAMINATION FOR THE DEGREE OF MASTER OF LIBRARY AND INFORMATION SCIENCES

ISC 812: RECORDS AND ARCHIVES MANAGEMENT

2ND SEMESTER 2022/2023

TIME: 3 HOURS

INSTRUCTIONS: Answer any three questions.

1. a) In their operation, businesses produce various types of records. Discuss this statement using relevant examples. (8 marks)
 b) Explain key stages in developing an integrated records management programme (IRM) (12 marks)
2. a) For records to serve as evidence of policies, decisions, procedures, functions and activities of a business, they must possess certain characteristics. Discuss. (10 marks)
 b) Explain the characteristics of a records keeping system (10 marks)
3. Health information records cover variety of documents generated as a result of patients' care. Due to their nature, they are prone to various risks. Discuss. (20 marks)
4. A good correspondence management solution ought to share some common features. Discuss. (20 marks)
5. Discuss both physical and intellectual control of records. (20 marks)