



KENYATTA UNIVERSITY

SCHOOL OF EDUCATION

LIBRARY AND INFORMATION SCIENCE DEPARTMENT

ISC 820: ORGANIZATION AND CONTROL OF RECORDS

DSVOL EXAMINATIONS SEM 2 2021-2022

Answer any Three questions

1. Discuss instances when it becomes justifiable to create records in organizations (20mks).
2. Explain reasons for undertaking a records inventory (20mks).
3. Discuss benefits of Records Management to organizations (20mks).
4. Justify the importance of a records management policy to an organization (20mks).
5. Discuss challenges that hamper the management of records in organizations to date (20mks)