



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND
INFORMATION SCIENCE / BACHELOR OF SCIENCE
(RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY)
ISC 205: REGISRTY RECORDS ORGANISATION

2nd Trimester 2021/2022

TIME: 2 Hrs

INSTRUCTIONS:

Question ONE is compulsory. Attempt any other TWO (2) questions

1. a) Using appropriate examples, discuss the THREE (3) types of records (15 marks)
b) Explain TWO (2) reasons why a file may leave the registry (2 marks)
c) Explain any EIGHT (8) factors to be considered when selecting a records classification system (8 marks)
d) Highlight FIVE (5) disadvantages of a centralized registry system (5 marks)
2. a) Explain the value of records in an organization (6 marks)
b) Explain any FIVE (5) justifications of having a records management programme in an office (5 marks)
c) Highlight FOUR (4) types of tracking tools used in a records office (20 marks)
3. Explain any FIVE (5) types of tracking tools used in a records office (20 marks)
4. a) What is a Decentralized Registry system (2 marks)
b) Explain any FOUR (4) advantages and FOUR (4) disadvantages of a decentralized registry system (8 marks)
c) Discuss any FIVE (5) factors necessitating application of ICTs in a records office (5 marks)
5. a) Highlight FIVE (5) factors necessitating application of ICTs in a records office (5 marks)
b) Explain THREE (3) Phases or a records life-cycle concept (15 marks)