



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2008/2009

INSTITUTE OF OPEN LEARNING EXAMINATION FOR THE DEGREE OF
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

BLIS 402: ELECTRONIC RECORDS MANAGEMENT (ERM)

DATE: Wednesday 17th February 2010

TIME: 8.00 a.m -10.00 a.m

INSTRUCTIONS:

Answer any **THREE** questions

1. Explain the requisite step in the digitization of paper records.
2. Discuss the elements of a good email policy.
3. Using appropriate examples, explain the purpose of digital signatures.
4. Compare and contrast paper based records and electronic records.
5. The rapid technological change in electronic storage media is a major challenge in Electronic Records Management (ERM) Discuss