



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2009/2010

SECOND SEMESTER EXAMINATION FOR THE DEGREE OF MASTER OF
LIBRARY AND INFORMATION SCIENCE

MLIS 515: RECORDS MANAGEMENT

DATE: Thursday, 8th April, 2010

TIME: 9.00 a.m. – 12.00 p.m.

INSTRUCTIONS:

Answer any **THREE** questions.

- Q.1 Question **ONE** is compulsory (see attached case study).
- Q.2 Discuss five reasons that may justify the implementation of a records management programme in an organization.
- Q.3 Explain the importance of a records retention programme focusing on the economic and legal benefits of the programme.
- Q.4 Using appropriate examples, discuss five values inherent in records in the course of their life time.
- Q.5 a) With appropriate examples, discuss four characteristics of records.
b) What benefits do records provide for organizations.