



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2010/2011

INSTITUTE OF OPEN LEARNING

**EXAMINATION FOR THE DEGREE OF MASTER OF LIBRARY AND
INFORMATION SCIENCE**

MLIS 515: RECORDS MANAGEMENT

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DATE: SATURDAY 5TH FEBRUARY 2011 TIME: 2.00 P.M. - 5.00 P.M.

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INSTRUCTIONS

Answer any THREE Questions

- 1 a) Discuss reasons that necessitate the keeping of records by an organization.

b) What are the possible benefits of implementing a viable records management programme to an organization.
2. You have been called upon to appraise records of a firm which is experiencing storage problems. Highlight the criteria you will use in appraising the records.
3. The movement of manual files outside the records office should be strictly controlled. Discuss systems that you can put in place to ensure that the above principle is observed.
4. Discuss key issues associated with the creation, use and preservation of electronic records.
5. Discuss challenges associated with the management of electronic records in an organization.