



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2009/2010

**OPEN, DISTANCE AND E-LEARNING EXAMINATION FOR THE DEGREE
OF MASTER OF SCIENCE (RECORDS AND ARCHIVES MANAGEMENT)
MRA 500: INTRODUCTION TO RECORDS MANAGEMENT AND ARCHIVES
ADMINISTRATION**

**DATE: Wednesdays 21st July, 2010
Noon**

TIME: 9.00 a.m – 12.00

INSTRUCTIONS: Answer ANY THREE questions.

1. Discuss THREE foundation principles for organizing and keeping archives.
2. “ All archives are records but all records are not archives” Discuss this statement with reference to the life cycle concept.
3. Good records, good business, good governance. Discuss.
4. Discuss challenges likely to be encountered in the management of electronic records and suggest possible solutions.
5. A truly comprehensive theory of records management derives from a combination of THREE areas of knowledge namely; archives, records and information management and information technology. Discuss.