



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2010/2011

INSTITUTE OF OPEN LEARNING

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

MRA 501: ORGANIZATION AND CONTROL OF CURRENT RECORDS

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DATE: TUESDAY 1ST FEBRUARY 2011

TIME: 2.00 P.M. - 5.00 P.M.

INSTRUCTIONS

Answer any THREE questions

1. Discuss advantages and disadvantages of using an outside consultant to carry out a feasibility study aimed at establishing a Records Management Program in your organization.
2. What factors should be considered in selecting an appropriate filing classification system for your organization.
3. Discuss challenges facing records management in organizations today and for each challenge provide possible solutions.
4. Why should records be appraised?
5. Effective records management is key to good business and good governance. Discuss.