



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2009/2010

INSTITUTE OF OPEN LEARNING

EXAMINATION FOR THE DEGREE OF MASTER OF LIBRARY AND
INFORMATION SCIENCE

MRA 506: ICT APPLICATIONS IN RECORDS AND ARCHIVES

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DATE: MONDAY 19TH JULY 2010

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

INSTRUCTIONS

Answer any THREE questions.

1. Discuss five advantages and five disadvantages of digitizing records and Archives centre and state any five Electronic Document Management System (EDMS) on the market today.
2. Discuss five important components that an efficient Electronic Document Management system should have.
3. Discuss the following steps in the preservation plan for electronic records:
 - i) Needs Analysis
 - ii) File format Options
 - iii) Digital preservation techniques
4. Discuss the skills you would look for before recruiting a perspective information records manager for an electronic record center.
5. “With the current use of electronic information resources, there is need to do away with paper records and have a paperless environment”. Discuss.