



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2016/2017

**SECOND SEMESTER EXAMINATION FOR THE DEGREE OF MASTER OF
SCIENCE (RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION)
ISC 812: RECORDS AND ARCHIVES MANAGEMENT**

DATE: WEDNESDAY 17TH MAY 2017

TIME: 9.00 A.M. - 12.00 P.M.

INSTRUCTIONS

Answer question ONE and any other Two questions

1. a) Despite organizations transiting to electronic records management, manual records still hold sway in official transactions. Do you agree? (15 marks)
 b) Physical and Intellectual control of records should be access based. Discuss. (15 marks)
2. Discuss the ethical issues that underpin records management (20 marks)
3. Critically, discuss the principles and practices that drive records appraisal. (20 marks)
4. What mechanisms would you propose for electronic records preservation? (20 marks)
5. Discuss the procedures you would apply in the survey and appraisal of electronic records. (20 marks)