



KENYATTA UNIVERSITY
UNIVERSITY EXAMINATIONS 2014/2015
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING
SECOND SEMESTER EXAMINATION FOR THE DEGREE OF MASTER OF
SCIENCE (RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION)
ISC 812: RECORDS AND ARCHIVES MANAGEMENT

DATE: TUESDAY, 28TH APRIL 2015

TIME: 2.00 P.M. – 5.00 P.M.

INSTRUCTIONS:

ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

- 1.a) Explain the concept of the Information Life Cycle. (10 marks)
- b) Highlight five challenges experienced in Managing e-records. (10 marks)
- c) Outline five file handling and maintenance procedures in a records office. (10 marks)

2. Discuss five characteristics of business records. (20 marks)
3. Discuss five reasons that necessitate the control of access to records in an Archives Institution. (20 marks)
4. Discuss five benefits of a viable Records Management Programme to an organization. (20 marks)
5. Using appropriate examples, explain the importance of correspondence tracking systems in an organization. (20 marks)