**UNIVERSITY OF KABIANGA**

**UNIVERSITY EXAMINATIONS**

**2017/2018 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER EXAMINATION**

**FOR THE DEGREE IN BACHELOR OF INFORMATION SCIENCE AND KNOWLEDGE MANAGEMENT**

**COURSE CODE: ISK 113**

**COURSE TITLE: INTRODUCTION TO RECORDS MANAGEMENT**

**DATE: 5/2/2018**

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

**Instructions:**

Answer **QUESTION ONE** and any other **TWO QUESTIONS**.

**Question One (30 Marks)**

a) Explain the following concepts as used in records management: (6 marks)

 i. Appraisal

 ii. Disposal

 iii. Survey

b) Using a diagram, describe the record's life-cycle. (12 marks)

c) Explain any **four** benefits of computerization in the management of records. (12 marks)

**Question Two (20 Marks)**

a) Using relevant examples, explain **four** essential characteristics of records. (8 marks)

b) Using relevant examples, discuss **four** functions of records management. (12 marks)

**Question Three (20 Marks)**

a) Using examples, explain the term 'record'. (2 marks)

b) Distinguish between public and private records. (8 marks)

c) Explain any **five** uses of records in the public sector. (10 marks)

**Question Four (20 Marks)**

a) Describe any **four** formats of records in an organization. (8 marks)

b) Explain any **four** benefits accrued from good record keeping in an organization. (12 marks)

**Question Five (20 Marks)**

a) Discuss the **four** principles that govern the care of records. (8 marks)

b) Explain any **four** ways in which records management systems facilitate the good running of an organization's operations. (12 marks)