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UNIVERSITY OF KABIANGA

UNIVERSITY EXAMINATIONS 2017/2018 ACADEMIC YEAR THIRD YEAR FIRST SEMESTER EXAMINATION

FOR THE DEGREE IN BACHELOR OF INFORMATION SCIENCE AND KNOWLEDGE MANAGEMENT

COURSE CODE: ISK 331

COURSE TITLE: RECORDS CENTER MANAGEMENT

DATE: 7TH FEBRUARY, 2018

TIME: 9.00 A.M - 12.00 NOON

INSTRUCTIONS TO CANDIDATES

- SEE INSIDE

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ISK 331: Records Center Management

Instruction: Answer question **ONE** and any other **two** questions.

Question one

- a. Distinguish the following terms as used in records management:
 - i. Records office and Archival institution. (4 marks)
 - ii. Public and Private record center (4 marks)
 - iii. Hot-site and Cold-site. (4 marks)

- b. Describe the facilities and equipment needed for operationalization of a records center. (8 marks)

- c. Discuss any **FIVE** benefits of using a records center in managing records. (10 Marks)

Question two

- a. Define a "records center"? (2marks)

- b. Describe the **FOUR** characteristics of a records center that makes it distinct from information center. (8 marks)

- c. Discuss the functions of a records center in an organization. (10 marks)

Question Three

- a. Distinguish between centralized and decentralized record center. (4 marks)

- b. Discuss any **TWO** advantages and **TWO** disadvantages of Centralized and Decentralized records Centers. (16 marks)

Question Four

- a. Distinguish between purpose build and converted record center design (4 marks)

- b. Describe the threats that the records center must be able to withstand in routine running of its activities and processes. (6 marks)

- c. Discuss the environmental considerations associated with the establishment of a records center design and layout. (10 marks)

Question Five

- a. Discuss the drawbacks of specialized equipment in an onsite records center. (10 marks)

- b. Discuss any **FIVE** challenges that a records manager may encounter in carrying out routine chores in a records center. (10 marks)