

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2018/2019**

SECOND YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN PROCUREMENT AND CONTRACT MANAGEMENT

 **HPS 2209: PROCUREMENT RECORD MANAGEMENT**

**DATE: AUGUST 2019 TIME: 2 HOURS**

INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTION

**QUESTION ONE: 30 MARKS**

a. List four responsibilities of record management unit. (4 marks)

b. Define the following terms as used in procurement records management:-

 i. Electronic records

 ii. Appraisal

 iii. Record keeping

c. Enumerate three indicators of failure to manage records effectively.

(3 marks)

d. Explain three types of classifications of procurement records. (6 marks)

e. Explain records life cycle of procurement records. (6 marks)

f. Explain five steps in risk management process according to record management. (5 marks)

**QUESTION TWO: 20 MARKS**

Procurement Record Management is unnecessary evil. Discuss.

**QUESTION THREE: 20 MARKS**

a. Explain five Right Equipment and materials for maintenance and storage need. (10 marks)

b. Discuss the main purpose of controlling file movement. (10 marks)

**QUESTION FOUR: 20 MARKS**

a. Explain five methods of computers and data security that can be employed. (10 marks)

b. According the Public Procurement and Asset disposal Act, procuring entities are required to manage procurement record properly and effectively. Basing on above statement, Discuss five importance of proper procurement records management. (10 marks)