



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

SEPTEMBER –DECEMBER 2021

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

DARM 101: PRINCIPLES AND PRACTICES OF RECORDS MANAGEMENT

Date: DECEMBER 2021

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and any TWO Questions

- Q1. a) Discuss the statement “all documents are not records” within the context of records management. **(15 marks)**
- b) Identify and explain four important features which should be considered as an offsite document storage facility is being opted for: **(12 marks)**
- c) Identify three types of filing systems **(3 marks)**
- Q2. i) Highlight five principles of records management **(5 marks)**
- ii) Identify five types of records in general **(5 marks)**
- iii) Discuss two types of records in terms of usage **(10 marks)**
- Q3. Discuss five types of records in terms of importance **(20 marks)**
- Q4a) Discuss three types of registry systems in records management **(15 marks)**
- b) Highlight five concepts which should be reflected in records management file plan. **(5 marks)**

- Q5. i) Discuss five phases of records lifecycle **(15 marks)**
ii) Explain the terms “Perpetual transfer method and Periodic transfer method” within the framework of records management.

(4

marks)

- iii) Identify one of the steps involved in developing a records retention schedule. **(1 mark)**

END