



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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**MAIN EXAMINATION**

**AUGUST - DECEMBER 2015 TRIMESTER**

**FACULTY OF SCIENCE**

**DEPARTMENT OF LIBRARY SCIENCE**

**O DEL PROGRAMME**

**DARM 101: PRINCIPLES OF RECORDS MANAGEMENT**

**Date: DECEMBER 2015**

**Duration: 2 Hours**

**INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions**

- Q1. a) You have been invited to give a brief talk on principles for records management. Explain FOUR guidelines of records management you would highlight in your presentation. **(8 marks)**
- b) Discuss the role of records management department. **(7 marks)**
- c) Define the following terms
- i Record keeping
  - ii File system
  - iii Record system
  - iv Disposal schedule
  - v Retention period. **(5 marks)**
- d) Identify SIX roles of policy in the records management in an organization. **(6 marks)**
- e) State FOUR benefits of establishing an integrated records and archive management. **(4 marks)**
- Q2. a) Define the concept of records management. **(2 marks)**

- b) Evaluate the role of records in an organization. **(12 marks)**
- c) Identify the SIX key benefits of proper records management. **(6 marks)**
- Q3. a) Using examples identify FIVE types of records. **(5 marks)**
- b) Using examples explain the risk involved to the organization in not managing records adequately. **(10 marks)**
- c) Comprehensive and up-to-date legislation is essential to ensure complete protection for all government and parastatal records and give the archival administration wide power for securing and protecting records. Discuss the role of legislation in facilitating records management at the national level. **(5 marks)**
- Q4. With reference to the concept of the lifecycle of records discuss the various stages records go through in the process of records management. **(20 marks)**

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