



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

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AUGUST – DECEMBER 2018 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

LIS 109: INTRODUCTION TO RECORDS AND REGISTRY ADMINISTRATION

Date: DECEMBER 2018

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions

- Q1. Discuss the following principles of records management
- a) Lifecycle concept. **(8 marks)**
 - b) Respect des fonds **(7 marks)**
 - c) The continuum concept. **(8 marks)**
 - d) Levels of arrangement and description. **(7 marks)**
- Q2. a) A successful records and archives management program depends on the right implementation. State the five key steps to successful implementation **(10 marks)**
- b) Filing is a crucial exercise in any registry. Discuss the different types of filing systems giving their advantages and disadvantages **(10 marks)**
- Q3. a) Examine the importance of having a records retention schedule in an organization **(10 Marks)**
- b) State 10 reasons why organizations should automate its records and archives functions **(10 marks)**
- Q4. With the help of a diagram, explain the disaster management cycle. **(20 marks)**
- Q5. a) Preservation and protection of records and archival materials from hazards is vital for a record or archival center. List and explain five common hazards. **(10 marks)**

- b) A records management policy is a cornerstone for effective management of records in an organization. Discuss the importance of developing a records management policy in a records center. **(10 marks)**

END