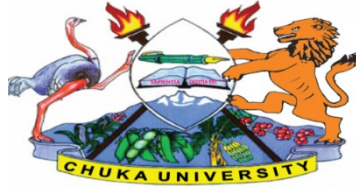


CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN  
INFORMATION SCIENCE**

**BRMT 415: MANAGEMENT OF REGISTRIES**

**STREAMS: BSC IS**

**TIME: 2 HOURS**

**DAY/DATE: FRIDAY 24/09/2021**

**8.30 A.M – 10.30 A.M**

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**INSTRUCTIONS**

**Do not**

**Attempt question one and any other two questions**

**QUESTION ONE (30 MARKS)**

- (a) Explain FIVE major indicators of malfunctioning registry. [5 marks]
- (b) Justify why human resource is an important component in registry management. [10 marks]
- (c) Evaluate why physical infrastructures and good working conditions are necessary for efficiency and productivity of registry staff in government agencies in Kenya. [10 marks]
- (d) Explain FIVE challenges associated with managing official communication in electronic media in the registry. [5 marks]

**QUESTION TWO (20 MARKS)**

- (a) Citing relevant examples, discuss FIVE major information security threats in an automated registry system. [10 marks]
- (b) Explain how these information security threats could be minimized in 2(a) above. [10 marks]

**QUESTION THREE (20 MARKS)**

- (a) As a qualified record manager in a university set up, discuss with examples, FIVE criteria you will use to evaluate the performance of the students registry. [10 marks]
- (b) As a registry staff, develop a file transit slip for your immediate action officers and explain its use. [10 marks]

**QUESTION FOUR (20 MARKS)**

Analyze how the role of the registry as the organization “central nervous system” is being transformed by the increasing use of information technology. [20 marks]

**QUESTION FIVE (20 MARKS)**

Illustrate how proper records management in government registries could contribute to the implementation of ‘free access to information’ as provided for provided for in the current Kenyan constitution article 35(1). [20 marks]

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