

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF**

**BSIS 210: RECORDS MANAGEMENT**

**STREAMS:Y2S1**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 23/03/2021**

**8.30 A.M – 10.30 A.M**

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**INSTRUCTIONS:**

**SECTION A ( 30 MARKS) ANSWER ALL QUESTIONS**

(a) You have been appointed by CHUKA LAW COURTS to step up a records office in their facility.

(i) Identify any four groups that you would create for the records. [4 marks]

(ii) Explain with the help of examples how you would assign titles for the 4 groups. [8 marks]

(iii) With examples, also explain how you would assign reference codes for the 4 groups. [8 marks]

(b) Records are static. Briefly explain with the help of examples. [4 marks]

(c) Explain six points to show why disposition of records is important. [6 marks]

**SECTION B (40 MARKS) ANSWER ANY TWO QUESTIONS**

**QUESTION TWO**

- (a) Define the concept electronic records and challenges encountered in managing electronic records. [10 marks]
- (b) Discuss five (5) benefits of professional records management in an examination's office of a University. [10 marks]

**QUESTION THREE**

- (a) With the help of a diagram, discuss the importance of a tracer card in a records office. [10 marks]
- (b) Discuss six integrity issues that records managers are expected to uphold. [10 marks]

**QUESTION FOUR**

- (a) Explain 5 key challenges in managing electronic records and provide possible solution(s) to each problem. [10 marks]
- (b) Define the term disposition of records and explain the procedure involved in disposing records. [10 marks]

**QUESTION FIVE**

- (a) Records centres are charged with the responsibility of creating/opening new files. Discuss seven instances when a new file should be opened. [10 marks]
- (b) XYZ records centre wants to use the back to front system in arranging its records in file. Explain five reasons why you would discourage them to use the system. [10 marks]
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