

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

BRMT 410: ADVANCED RECORD MANAGEMENT

STREAM: BSC (IS) Y4S1

TIME: 2 HOURS

DAY/DATE: TUESDAY 17/12/2024

11.30 A.M – 1.30 P.M

INSTRUCTION TO THE CANDIDATE

- ❖ Do not write anything on this Question Paper
- ❖ Attempt Question **ONE** and any other **TWO** questions

Question One (30Marks)

- a) Explain the significance of ‘records lifecycle management’ in the context of advanced records management (10Marks)
- b) Discuss how effective metadata management supports legal compliance and enhance the retrieval of records (10Marks)
- c) Using clear illustrations, analyze the influence of emerging technologies on the future of records management (10Marks)

Question Two (20Marks)

- a) Consider a non-profit organization that has recently transitioned to a digital record management system. Describe 5 potential risks associated with this transition, including issues of data privacy and compliance with regulations (10Marks)
- b) Propose 5 mitigating strategies on the above identified risks while ensuring the system remains accessible and efficient (10Marks)

Question Three (20Marks)

- a) Kimwarer law firm is experiencing difficulties in managing its client records, which are increasingly stored digitally. Analyze 5 potential legal risks associated with poor record management in this context (10Marks)
- b) Discuss the implications of regulations like the General Data Protection Regulation (GDPR) and the Health Insurance Portability and Accountability Act (HIPAA) on legal record management practices (10Marks)

Question Four (20Marks)

- a) Using appropriate examples, evaluate 5 roles of records management in promoting accountability and transparency in public sector organizations (10Marks)
- b) Demonstrate how organizations can balance ethical challenges in records management with operational efficiency (10Marks)

Question Five (20Marks)

- a) Explore the implications of the records life cycle concept on the effective management of electronic records in a digital age. (10Marks)
 - b) How does the concept in (5a) above inform the development of policies for digital records retention and disposition (10Marks)
-