

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

BRMT 415: MANAGEMENT OF REGISTRIES

STREAMS: BSIS

TIME: 2 HOURS

DAY/DATE: TUESDAY 18/4/2023

2.30 P.M. – 4.30 P.M.

INSTRUCTION TO THE CANDIDATE

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

QUESTION ONE (30 MARKS)

- a) Analyze how the role of the registry as the organization “central nervous system” is being transformed by the increasing use of information technology. (10 marks)
- b) Explain FIVE functions of a registry in public or private sector. (5 marks)
- c) Describe SIX procedures of opening a new file in a registry. (6 marks)
- d) Discuss FIVE key components of a retention schedule. (5 marks)
- e) Illustrate how confidential correspondences should be handled in a registry. (4 marks)

QUESTION TWO (20 MARKS)

Imagine you have been appointed a registry manager in a large production company and you have seen the need to automate the registry system for the company. Discuss;

- a) The areas you would give priority in automation. (10 marks)
- b) The features you would consider when selecting software for the automation.(10 marks)
- c)

QUESTION THREE (20 MARKS)

- a) Evaluate why physical infrastructures and good working conditions are necessary for efficiency and productivity of registry staff in government agencies in Kenya. (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)

- a) Analyze the necessity of evaluating a registry system. (6 marks)
- b) Discuss how the evaluation exercise in 2 (a) above could be carried out. (6 marks)
- c) Using clear illustrations, show how the registry system communicates with internal and external environment. (8 marks)

QUESTION FIVE (20 MARKS)

- a) As an information expert, justify why organizations both private and public should invest in registry management. (10 marks)
 - b) Analyze challenges associated with managing official communication in electronic media in the registry and offer solutions to the challenges. (10 marks)
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