



UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF

CERTIFICATE IN INFORMATION TECHNOLOGY

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

CLIS 101: INTRODUCTION TO REGISTRY STUDIES, RECORDS AND ARCHIVES MANAGEMENT

STREAM: Y1 S1

TIME: 2 HOURS

DAY: TUESDAY, 12.00 – 2.00 PM

DATE: 28.11.2023

INSTRUCTIONS

1. Do not write anything on this question paper.

2. Answer Question ONE [Compulsory] and any other TWO Questions

QUESTION ONE

- a) Define records Management (3mks)
- b) Describe the life cycle concept of records (10mks)
- c) Explain the objectives of records management (10mks)
- d) Differentiate between records and archives (7mks)

QUESTION 2

- a) Describe various types of registries (10mks)
- b) Give the functions of a registry (10mks)

QUESTION 3

- a) Identify the features of an ideal registry (10mks)

b) Discuss requirements in setting up a registry (10mks)

QUESTION 4

a) What are some of the factors that may hinder effective filing in registries today (10mks)

b) What factors need to be considered in selecting appropriate filing classification system (10mks)

QUESTION 4

Discuss methods of records disposal (20mks)