



KISII UNIVERSITY

UNIVERSITY EXAMINATIONS

THIRD YEAR EXAMINATION FOR THE AWARD OF THE

DEGREE OF BACHELOR OF INFORMATION SCIENCE

SECOND SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

INS 311: MANAGEMENT OF RECORD KEEPING INSTITUTIONS

STREAM: Y3 S2

TIME: 2 HOURS

DAY: WEDNESDAY, 12.00–03:00 PM

DATE: 29/11/2023

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Question ONE [Compulsory] and any other TWO Questions***

QUESTION ONE

- a) Explain the term records appraisal and highlight its main objectives. **8mks**
- b) State two advantages and disadvantages of centralized registry system in an organization. **6mks**
- c) Outline the main characteristics of records center. **6mks**
- d) Using examples, discuss security measures that would be employed to enhance the security of records within an organization. **10mks**

QUESTION TWO

Explain the skills required to manage record center . **6mks**

Highlight the criteria used to measure a record center operation. **9mks**

QUESTION THREE

Discuss main issues to pay attention to when setting up a record centre

9mks

Describe the main components of disaster management plan appropriate for a record center

QUESTION FOUR

Discuss the possible risks records centers in Kenya are exposed to

9mks

Discuss measures that mitigate the stated risks

6mks

QUESTION FIVE

Discuss why a layout is a key factor in management of record centers

6mks

With examples, state the roles of record centers to the government of Kenya

9mks