DIPLOMA IN LIBRARY & INFORMATION SCIENCE

DLIS 0115: RECORDS MANAGEMENT

INSTRUCTIONS:

Answer question one and any other two questions.

QUESTION ONE

(I)Define the term records management (2marks)

(ii) State and explain two types of registries (4 marks)

(iii)Discuss the five advantages of having an ideal registry in a given organization. (5 marks).

(iv) Explain record cycle and then indicate any three features of records at the various stages of the cycle. (9 marks).

(v) Explain the following methods of information organization in a registry briefly.

   (a) Alphabetical system.   (2marks)

   (b) Numerical system.   (2marks)

   (c) Chronological system.   (2 marks)

   (d) Geographical system.   (2 marks)

   (e) Subject classification system.   (2 marks)

QUESTION TWO

(I)Define functional records and then describe any four types of functional records.(10 marks)

(ii) State and explain five precautions taken in the archives in relation to security of information materials (10 marks)

QUESTION THREE

(I) Distinguish between principal of provenance and principal of original order as used archives arrangement.   (4 marks)

(ii) Identify and explain five reasons why Kenya did not have an archival institution before independence in 1963   (10 marks)

(iii) A franking machine is a very important tool in the mail section of the registry. Explain what it is used for.   (2 marks)

(iv) A direct access system in information retrieval is faster than an indirect access system. Briefly explain the reason why this is the case.   (4 marks)

QUESTION FOUR

(I) Explain the following rules applicable in alphabetical filing giving an example in each case.

(a) Initial article rule.   (2 marks)

(b) Prefix rule.   (2 marks)

(ii) Distinguish between appraisal and disposal of records   (2 marks)

(iii) Describe five advantages and five disadvantages for using transit slip in the mail movement in a registry (10 marks)

(iv) Explain four reasons for records appraisal   (4 marks)

QUESTION FIVE

(i) A Client has complained that the reply to his letter has taken very long. He wants to know whether his letter was ever received in the organization. Explain the tool you would use to find out whether his letter was received in your registry.   (2 marks)

(ii) Explain a window envelope and then indicate two advantages and two disadvantages of its use (5 marks)

(iii) Indicate the pieces of information normally put in an incoming mail register (10 marks)

(iv) Identify and explain three major causes of insecurity in records management. (3 marks)