

# **DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

## **DLIS 0224: MANAGEMENT OF PUBLIC RECORDS**

### **Instructions**

**Answer question one and any other two questions**

### **QUESTION ONE (30 MARKS)**

(a) Define the following terms

- |      |                |          |
|------|----------------|----------|
| i.   | Record         | (4 mrks) |
| ii.  | Public records | (2mrks)  |
| iii. | Records survey | (2mrks)  |

(b) Explain TWO methods of collecting data for the purpose of records survey, state the advantages of each (10marks)

(c) Discuss the major objectives of a records management survey (12mrks)

### **QUESTION TWO (20 MARKS)**

(a) State and explain the records centre resource needs (8marks)

(b) Discuss any SIX functions of a records centre (12marks)

### **QUESTION THREE (20 MARKS)**

(a) Explain the importance of records appraisal in an organization (10marks)

(b) The selection criteria during records appraisal has been categorized into two categories. State and explain the selection criteria in the two categories (10 marks)

### **QUESTION FOUR (20 MARKS)**

(a) With the aid of a diagram explain the records life cycle (10mrks)

(b) Explain the role of records management in supporting good governance (10marks)

### **QUESTION FIVE (20 MARKS)**

(a) Explain the role of a registry in an organization (10marks)

(b) Discuss the major indication of a poorly managed registry (10marks)