



# KISII UNIVERSITY

## UNIVERSITY EXAMINATIONS

### THIRD YEAR EXAMINATION FOR THE AWARD OF THE DEGREE OF BACHELOR OF INFORMATION SCIENCE

SECOND SEMESTER 2023/2024

[JAN – APRIL, 2024]

INS 311: MANAGEMENT OF RECORD KEEPING INSTITUTIONS

**STREAM: Y3 S2**

**TIME: 2 HOURS**

**DAY: TUESDAY, 9:00 - 11:00 A.M.**

**DATE: 02/04/2024**

---

#### INSTRUCTIONS

- 1. Do not write anything on this question paper.*
- 2. Answer question ONE (Compulsory) and any other TWO questions.*

#### **QUESTION ONE [30 MARKS] – COMPULSORY**

- Differentiate between an archival institution, a records centre and records management unit? {6 marks}
- Examine any five issues addressed by a policy governing establishment of a records centre {12 marks}
- Explain any four core groups of activities performed by archival institutions {12 marks}

#### **QUESTION TWO [20MARKS]**

- Discuss any five main characteristics of a records centre {10 marks}
- Evaluate the factors you would take account of when deciding whether or not to outsource commercial records centre services {10 marks}

#### **QUESTION THREE [20MARKS]**

- “Discuss five main functions that make a records management unit be regarded as the hub of records management in an organisation”? {10marks}

- b) Describe five essential procedures records management units use to organise and control records {10 marks}

**QUESTION FOUR [20MARKS]**

- a) Describe any five group of activities performed by archivists between archives transfer and archives preservation phase {10 marks}
- b) Explain any five services archival institutions might rely on to generate required income {10 marks}

**QUESTION FIVE [20MARKS]**

- a) Discuss the role played by archival institutions in the management of records {10 marks}
- b) Explain the benefits and drawbacks of an integrated records management approach {10 marks}