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 312:   MANAGEMENT OF ELECTRONIC RECORDS

STREAM: Y3 S2   **TIME: 2 HOURS**

DAY: WEDNESDAY, 12:00 - 2:00 P.M.   **DATE: 03/04/2024**

INSTRUCTIONS

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

1. a) Define the following terms as used in the management of electronic records

   i. A policy   (2 marks)
   ii. Metadata   (2 marks)
   iii. A record   (2 marks)

b) Explain the three attributes of electronic records   (6 marks)

c) Explain the purpose of electronic records management standards (8 marks)

d) Explain four categories of metadata   (10 marks)

2.a) Explore the benefits an organization can gain from managing records electronically compared to handling paper-based records.   (10 marks)

b) Examine the different attributes that can present challenges in the management of electronic records.   (10 marks)

3.A robust records management strategy ensures that employees can access accurate information promptly and in a cost-efficient manner.

a) Analyze the stages involved in the lifecycle of electronic records. (10 marks)

b) Outline the necessary steps to be taken before acquiring an Electronic Records Management System.   (10 marks)

4.When selecting a storage medium, it's essential to consider the intended purpose for data retention.

a) Delve into the three categories of media for digital data storage. (10 marks)

b) Explain the guidelines to follow in ensuring each of the discussed media in (2a) above lasts longer (10 marks)

5. ARM International has established a standard of conduct and guidelines for information governance within organizations. Discuss the widely accepted Recordkeeping Principles. (20 marks)