



## **UNIVERSITY EXAMINATIONS**

### **FIRST YEAR EXAMINATION FOR THE AWARD OF THE CERTIFICATE IN INFORMATION SCIENCE**

**SECOND SEMESTER 2023/2024**

**[JAN - APRIL, 2024]**

### **CLIS 108: MANAGEMENT AND PRESERVATION OF GOVERNMENT RECORDS**

**STREAM: Y1 S2**

**TIME: 2 HOURS**

**DAY: THURSDAY, 12:00 - 2:00 P.M.**

**DATE: 18/04/2024**

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#### **INSTRUCTIONS**

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

1.
  - a) Define the term Government records (2 marks)
  - b) Discuss how records can lead to good governance (10 marks)
  - c) Explain security measures that can be imposed on Government Records (10 marks)
  - d) Explain how Parliamentary records are stored (8 marks)
2.
  - a) Explain the importance of preserving Government Records (10 marks)
  - b) Explain reasons why record manager should be concerned about legal constraints in a retention and disposition programme for Government records (10 marks)
3.
  - a) Explain considerations when deciding what equipment and method to use in destroying Judiciary records (10 marks)
  - b) Explain benefits that may be gained by the Government from a well maintained records management programme (10 marks)

- 4.
- a) Explain reasons that necessitate the Government to keep records (10 marks)
  - b) Elaborate on good housekeeping practices that can be introduced in a National Government Registry (10 marks)
- 5.
- a) As a records manager you are required to write a proposal on records appraisal in for Judiciary. Explain FIVE factors which you should include in your proposal (10 marks)
  - b) Discuss benefits the Governmental Record Centre can gain by managing non paper Records (10 marks)