KISII UNIVERSITY

UNIVERSITY EXAMINATIONS

SECOND YEAR EXAMINATION FOR THE AWARD OF THE

DIPLOMA IN DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

DLIS 0224: MANAGEMENT OF PUBLIC RECORDS

STREAM: Y2 S2   **TIME: 2 HOURS**

DAY: MONDAY, 3.00 -5 :00PM   **DATE: 27/11/2023**

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INSTRUCTIONS

1. *Do not write anything on this question paper.*
2. *Answer Question ONE [Compulsory] and any other TWO Questions*

QUESTION ONE

   a) Define the following terms as used in the management of public
       Records.   (10mks)
   i) Document
   ii) Records management
   iii) Archival repository
   iv) Classification system
   v) Registry system

   b) Highlight Five characteristics of records.   (10mks)

   c) Discuss the importance of resource sharing in a public institution

                                                                (10mks)

QUESTION TWO
 Describe mail management procedure in our public record management
offices.   (20mks)

QUESTION THREE

Record keeping is a fundamental activity of public administration:

a) Discuss the role played by proper records management in governance.

(10mks)

b) Explain the symptoms of a poor records management system.   (10mks)

QUESTION FOUR

 Discuss the four principles and concepts of records management. (20mks)

QUESTION FIVE

Governments can use computers to create, store and share information, reducing the need for paper records and improving their services. Discuss the,

a) Challenges of managing electronic records.   (10mks)

b) Various infrastructural requirements for computerization.   (10mks)