



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF THE
DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

DLIS 0115: RECORDS MANAGEMENT

STREAM: Y1 S1

TIME: 2 HOURS

DAY: TUESDAY, 12.00 -2:00 PM

DATE: 28/11/2023

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 term records management and discuss five methods of information organisation in a registry. (12 marks)
- (b) Discuss nine advantages of having an ideal registry in a given organisation (9 marks)
- (c) Explain the various stages in the life of records in the registry/ records life cycle (6 marks)
- (d) A direct access system of information retrieval is faster than an indirect access system briefly explain the reason why this is the case (3marks)

QUESTION TWO

- (a) Explain two types of registries giving three advantages and three disadvantages of each one of them (14 marks)
- (b) Explain six common methods of computer and data security that can be employed to customize a security system in a registry (6 marks)

QUESTION THREE

(a) Discuss ten challenges in records management giving possible solutions to every problem mentioned (10 marks)

(b) Define functional records and describe any four types of functional records (10 marks)

QUESTION FOUR

(a) Explain five types security hazards in records management giving solutions to each one of them. (10 marks)

(b) Distinguish between appraisal and disposal of records, discuss three reasons for appraisal and three reasons for disposal of records in a registry (8 marks)

(c) Distinguish between principle of Provenance and Principe of original order as used in archives management (2 marks)

QUESTION FIVE

(a) Identify and explain ten reasons why Kenya did not have an archival institution before independence in 1963 (10 marks)

(b) Briefly describe five disadvantages of using mail transit slip in the main movement in a registry (5 marks)

(c) Explain the term institution repository and explain its two functions (3 marks)

(d) Explain the the term microreprography and its importance in records management (2 marks)