****

**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2018/2019 ACADEMIC YEAR FOUR**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 450**

**COURSE TITLE: RECORDS MANAGEMENT II**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 03/02/2020 TIME: 2.00-4.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Explain the role of records in private and public sector organizations **[15 marks]**
2. Discuss the critical success factor for a record management programme **[15 marks]**

**QUESTION TWO**

1. What do you understand by the Public Archives and Documentation Service Act, Chapter 19, Laws of Kenya **[5 marks]**
2. Explain the objectives and strategies of the regional records centers in Kenya **[10 marks]**
3. Discus the Records Management and Disposal Act CAP 14 in Kenya as applied in records management **[5 marks]**

**QUESTION THREE**

1. Discuss the role of records and governement services in Kenya **[12 marks]**
2. Explain any four records management application software used in managing records in records institutions **[8 marks]**

**QUESTION FOUR**

1. Discuss the impact of ICTs in records management operation in Kenya **[12 marks]**
2. Explain the resources and infrastructure needed to establish records management systems in Kenya **[8 marks]**

**QUESTION FIVE**

1. Explain the influence of organizational culture in records management **[10 marks]**
2. Discuss the performance audit and measurement in records management **[10 marks]**