



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2018

Originating Campus: Cave Hill Mona St. Augustine

Course Code and Title: **ARCM6004 – RECORDS MANAGEMENT IN A DIGITAL AGE**

Date:

Time:

Duration:

3 Hours

Paper No:

Materials required:

Answer booklet: Normal Special Not required

Calculator: Programmable Non Programmable

(where applicable)

Multiple Choice answer sheets: numerical alphabetical 1-20 1-100

Auxiliary/Other material(s) – Please specify:

Candidates are permitted to bring the following items to their desks:

Instructions to Candidates: This paper has 2 pages & 5 questions.

Candidates are reminded that the examiners shall take into account the proper use of the English Language in determining the mark for each response.

YOU ARE REQUIRED TO ANSWER THREE (3) QUESTIONS.

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DO NOT WRITE OR TYPE ON THE BACK OF THIS SHEET: USE ONE SIDE ONLY

INSTRUCTIONS: Each page must be signed by the First and Second Examiners, and where applicable the University and External Examiners. Completed forms should be handed to the Senior/Assistant Registrar (Examinations). Where applicable, the EXTERNAL EXAMINER is required to sign the question paper and return it with comments, if any, (on a separate sheet), to the Senior/Assistant Registrar (Examinations).

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First Examiner

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University Examiner (where applicable)

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Second Examiner

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External Examiner (where applicable)

Date: 20.../.../.....

Date: 20.../.../.....

1. Ensuring the long-term preservation of trustworthy usable records is better served by printed documents on paper than by digital objects copied from place to place in computer networks.
 - a. Discuss this proposition with reference to **FOUR (4)** factors that affect the authenticity and integrity of digital records; and
 - b. Identify and explain **THREE (3)** viable strategies that you would use to ensure the long term preservation of an organization's electronic records.

2. a. Discuss **THREE (3)** drivers for the development and sustainability of records management programmes in the Caribbean.
 - b. Give an overview of the methodology for designing and implementing recordkeeping systems (DIRKS) and assess any **FOUR (4)** of the steps which you consider to be particularly useful for this purpose.

3. a. Discuss the role of standardization in the field of records and information management and the impact of the international records management standard ISO 15489.
 - b. How can this standard be used in the Caribbean to support the development of an infrastructure for records management within organizations ?

4. a. Discuss how the functional approach to developing classification schemes helps in achieving **FOUR (4)** of the objectives of a classification system.
 - b. Discuss the importance of an integrated electronic document and records management system (EDRMS) for managing records in all media and the issues that should be considered when developing a classification scheme for such a system.

5. a. Discuss the theories and practices of appraisal.
 - b. Describe **THREE (3)** distinct strategies for implementing retention scheduling that may result from each theoretical approach including the focus and limitations of each.
 - c. Explain with justification which strategy provides the best methodology for managing records retention and preservation in the digital age.

END OF PAPER

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