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THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December **/April/May** **/July** **2019**

Originating Campus: **Cave Hill** **Mona** **St. Augustine**

Course Code and Title: **LIBS3801 – RECORDS MANAGEMENT:
PRINCIPLES & PRACTICE**

Date:

Time:

Duration:

2 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 10 pages & 11 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 ALL QUESTIONS IN THE
SPACE PROVIDED.**

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1. a. Define Records Management. (2 marks)

b. Briefly explain **FOUR (4)** benefits of managing records in an organization. (4 marks)

2. a. Based on the Records Lifecycle Concept, what are the **THREE (3)** evolutionary stages of a record? (3 marks)

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b. Discuss the records management activities that are undertaken at each stage in the records life cycle. (5 marks)

3. Explain **TWO (2)** characteristics of a records system. (4 marks)

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4. State **TWO (2)** characteristics of well managed records. (2 marks)

5. List **FIVE (5)** reasons an organization maintains its business records. (5 marks)

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6. Distinguish between an administrative and an operation record, citing an example of each. (4 marks)

7. a. What is records classification? (2 marks)

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b. Cite and explain **THREE (3)** values for implementing a records classification system in an organization. (3 marks)

8. List **FOUR (4)** prerequisites that one should consider prior to building a records classification scheme. (4 marks)

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9. You have been engaged as a records management consultant in a government Ministry to develop a comprehensive records and information management programme. After three months you have completed a records inventory within the main divisions of the Ministry. Your next step is to develop a Records Retention and Disposition Schedule.
- a. State **FOUR (4)** objectives of a Records Retention and Disposition Policy. (4 marks)

- b. Briefly state with justifications **FOUR (4)** activities that would form a part of your plan of action to prepare a retention schedule for an organization. (4 marks)

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c. What would be **THREE (3)** roles of the records creators and users in contributing to the preparation of the schedule? (3 marks)

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d. Describe **THREE (3)** issues that a records retention schedule will address.
(3 marks)

10. Discuss in the context of an organization of your choice **ONE (1)** technological and **ONE (1)** legal trend influencing records management. (4 marks)

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11. In the management and control of electronic records keeping what is meant by a structured and an unstructured environment? (4 marks)

Lined area for writing the answer to question 11.

END OF PAPER

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