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**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: **LIBS3801 – RECORDS MANAGEMENT: PRINCIPLES AND 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:

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

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**Instructions to Candidates: This paper has 8 pages & 10 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 SPACES PROVIDED.**

The University of the West Indies

Course Code

20...../...../.....

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...../...../.....

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- 1. Distinguish between the terms Records Management and Information Management. (2 marks)

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- 2. (a) You are the records manager for a large manufacturing company with over 500 workers. You have set up the registry for the Human resource personnel records. Briefly describe the factors you have taken into consideration in setting up this registry. (4 marks)

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- (b) Explain the records filing scheme you have selected and the rationale for implementing the scheme you have chosen. (4 marks)

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First Examiner University Examiner (where applicable)  
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Date: 20...../...../..... Date: 20...../...../.....







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8. Identify the components of a Records and Information Management Programme and briefly explain each component. (5 marks)

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9. (a) As a newly employed records manager in an organization you are tasked with the responsibility to identify and describe the records series within the organization. Discuss **FIVE (5)** elements you would take into consideration in doing a series description? (5 marks)

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



10. Explain **THREE (3)** current trends in records management and say how each trend has impacted the workplace. (6 marks)

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**END OF PAPER**

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