

Student ID # _____



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2022

Originating Campus: Cave Hill Mona St. Augustine

Mode: On Campus By Distance

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 6 pages & 9 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.**

TOTAL - 40%

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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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SECTION A

1) Define Records Management. (2 marks)

2) Define each of the following:

Active records

Semi-active

Permanent records

(3 marks)

3) What is the purpose of a records inventory?

Briefly explain and offer **THREE (3)** reasons for conducting an inventory.

(5 marks)

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4) Typically, the Records Manager manages the corporate information and the Librarian manages the published materials. With reference to this statement, briefly discuss **THREE (3)** differences in the management of information resources in a records management unit and a library. (6 marks)

5. (a) Based on the records lifecycle concept, what are the **THREE (3)** evolutionary stages of a record? (3 marks)

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

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

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

(c) Using a diagram, classify the following records:

- i. Purchase Orders
- ii. Contracts
- iii. Human Resource Policy Manual
- iv. Individual Student Files (8 marks)

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SECTION B: CASE STUDY

You have been hired as a Records Management Consultant at a Government Ministry that has historically been heavily dependent on paper records. The onset of the Covid-19 pandemic made it necessary for records and information to be accessible remotely. You have been asked to implement an electronic records management system because the current records management programme will need to be amended to guarantee business continuity.

- 7. Discuss **TWO (2)** pieces of legislation that you must consider when developing your records management programme. (6 marks)

- 8. Discuss **TWO (2)** steps in the methodology to be used throughout the life of the project (8 marks)

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9. Recommend **TWO (2)** changes that can be implemented in managing the lifecycle of the Organisation's records. (8 marks)

END OF PAPER

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