



2006/07

# THE UNIVERSITY OF THE WEST INDIES

## EXAMINATION OF APRIL/MAY 2007

Code and Name of Course: **LS38A – RECORDS MANAGEMENT: PRINCIPLES AND PRACTICE**

I.D. \_\_\_\_\_

Paper:

Date and Time:

Duration: **2 hrs.**

**INSTRUCTIONS TO CANDIDATES: This paper has 6 page(s) and 13 questions**

**ANSWER THE QUESTIONS IN THE SPACES PROVIDED.**

1. What are the functional stages of the life cycle of a record? Identify 5 stages.  
(5 marks: 1 for each stage)

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2. To work with records we need to understand the value of the record. Answer the following questions with a further question or questions showing that you can determine the value of the type of records described below.

- a) Does this record have administrative value?
- b) Does this record have financial value?
- c) Does this record have operational value?
- d) Does this record have legal or regulation value?
- e) Does this record have historical or archival value?

(5 marks: 1 for each answer)

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3. . A new small business needs to determine which records should be retained and the length of time for their retention. Here are the five types of records they are dealing with, personnel records, insurance policies, minutes of meetings, customer order letters, and purchase orders. What statements concerning each type of record would you recommend to answer whether the record should be retained and the length of time for its retention? **(5 marks)**

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4. Classify the following types of records as archival, temporary, long-term, active, inactive, record or nonrecord, temporary or long-term. Briefly explain your decisions.

- a) brochure advertising coffee machines
- b) purchase order dated April 10
- c) staff picnic announcement
- d) accounts receivable, previous year
- e) letter from the company president announcing a new project

**(5 marks: marks for each decision and explanation)**

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5. Briefly describe the meaning of a record series? Give an example of records series linked to the business function Finance.

**(5 marks: 3 marks for the explanation and 2 marks for the example)**

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6. Describe aspects of the vital record and list **THREE** such vital records that are essential to the operation of the organization at various points in time.

**(5 marks: 2 for the description and 1 for each example)**

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7. Briefly explain **a)** what is a 'records retention and disposal schedule' and, **b)** what is its purpose?

**(5 marks: 2 marks for the explanation and 3 mark for explaining the purpose of a retention and disposition schedule)**

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8. Discard or Destroy? Why are these questions asked when reviewing records retention? Give an example for each concept and explain your decision.

**(5 marks)**

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9. The legal requirement to keep records for a specified time period is one of the factors that can influence the final decision on the retention period for records. Identify **TWO** other factors that influence the determination of retention periods for records.

**(2 marks: 1 mark for each factor)**

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10. Microfiche is one storage media for maintaining records. Name **TWO** other media for storing records. **(3 marks)**

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11. What is the purpose of a records inventory? Briefly explain and offer **THREE** reasons for conducting the inventory.

**(5 marks: 2 for the explanation and 1 each for the reasons.)**

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12. Here are some terms. Define/explain each of the following two terms

- a) OCR,
- b) Magnetic Media
- c) complete the list of classification/filing styles, Alphabetic..., and add 3 more classification styles.

**(5 marks: 1 for each definition)**

**a** \_\_\_\_\_

**b** \_\_\_\_\_

\_\_\_\_\_

**c1** \_\_\_\_\_

**c2** \_\_\_\_\_

**c3** \_\_\_\_\_

13. You want to be a records management leader in your organization. Explain what this means and give **FIVE** points of records management that will lead you to this success.

**(5 marks:)**

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**END OF PAPER**