



THE UNIVERSITY OF THE WEST INDIES

EXAMINATION OF APRIL/MAY 2008

Code and Name of Course: *LS38A – Archive and Record Management: Principles and Practice*

Paper:

Date and Time: Friday April 25, 2008 1:00–3:00pm

Duration: 2 hrs.

INSTRUCTIONS TO CANDIDATES: This paper has 2 page(s) and 15 questions

ANSWER ALL QUESTIONS IN THE BOOKLET PROVIDED.

- 1(a) Define Records Management. (1)
- 1(b) Using this definition, describe the course that each of the following items will follow: (3)
 - i) Correspondence from the Company President's Office
 - ii) Personal car insurance policy
 - iii) City of Kingston Building Permit
- 2 List the **FIVE** benefits of a records management programme. (5)
- 3 Define each of the following: (6)
 - i) an administrative record
 - ii) an operational record
 - iii) a non-record
- 4 List **FIVE** types of records to be found in an organization and indicate one strategic value of each type. (5)
- 5(a) What evidence do we look for in the creation of a record series? (1)
- 5(b) Identify **THREE** points that provide this evidence. (3)
- 6(a) Explain the phrase "creating a functional classification scheme." (1)
- 6(b) Develop classification levels for a document that may be found in: (3)
 - (i) a Lawyer's Office **AND** (ii) a large corporate Personnel Office.(Consider primary, secondary and tertiary levels if they are needed for the scheme you propose).

- 7(a) Develop an appropriate classification scheme for each of the following: (3)
i) Resume file documents using an alphanumeric classification method.
ii) Budget file documents using a chronological classification scheme.
iii) Purchase orders file documents using a numeric classification scheme.
- 7(b) What subject heading classification could you give to these documents? (1)
i) Jamaica Libraries Conference. ii) Caribbean Records Management Workshop.
iii) Three Nations Archives Conference.
- 8(a) What are vital records? Describe **TWO** types that every organization would (2)
maintain?
- 8(b) Describe **THREE** disaster planning records management procedures. (3)
- 9 State **FOUR** purposes of a records retention and disposition programme. (4)
- 10 What is the specific function of records retention schedules? (1)
- 11(a) Identify **FOUR** challenges associated with electronic records management. (4)
- 11(b) Indicate **TWO** solutions that can be put in place to ensure the integrity of the (2)
electronic records maintained over time.
- 12 List **FOUR** responsibilities that you would expect to engage in as you begin your (4)
career as a Records Manager in a government agency.
- 13(a) Identify **FIVE** questions that should appear on your records inventory questionnaire. (2.5)
- 13(b) Comment briefly on the disadvantages of this questionnaire process. (1.5)
- 14 Define each of the following: (3)
active, semi-active and permanent records.
- 15 Identify **THREE** elements of a short directive for a company on the initiation (3)
of a records management programme.

END OF PAPER