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THE UNIVERSITY OF THE WEST INDIES				
Semester I Semester II Supplemental/Summer School				
Exa	aminations of Dece	mber 🗆 /April/Ma	ay 🗆 /July 🗆 2010	
Originating Campus:	Cave Hill	Mona	☐ St. Augustine ☐	
Mode:	On Campus 🛚	By Distance		
Course Code and Title: $f L$	JBS3801 – RECC PRAC		MENT: PRINCIPLES &	
Date:		Time:		
Duration: 2	Hours	Paper	No:	
Materials required:				
Answe	r booklet: Normal	☐ Special	☐ Not required	
C (where ap	alculator: Program	mable 🗌 Non Pro	grammable \square	
Multiple Choice answe	r sheets: numeric	al 🗌 alphabe	etical	
Auxiliary/Other material(s)) – Please specify:			
Candidates are permitte Exam card	d to bring the follow	ng items to their desl	ks: Pencil or pen, Ruler, ID card,	
Instructions to Candidates: This paper has 9 pages & 13 questions.				
Candidates are reminde Language in determinin			nt the proper use of the English	
ANSWER ALL QU	ESTIONS IN TH	E SPACES PROV	VIDED.	
1. State the	role of metadata	in the developm	ent of a classification	
	(3 marks)	in the developin	ent of a classification	
The University of the West In	dian	Course Code	SEMESTER 2 2009	
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Second Examiner			External Examiner (where applicable))

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2.	List and briefly explain the F records life cycle. (8 marks)	IVE (5) stages and THREE (3) phases of the
		<u>Semester 2 2009/2010</u>
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3.	Briefly discuss the stora electronic documents. (3	ge and migration is: 3 marks)	sues surrounding manual and
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			<u>Semester 2 2009/2010</u>
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igned by t hould be equired to	he First and Second Examiners, and wh handed to the Senior/Assistant Regist	nere applicable the University rar (Examinations). Where	ONLY INSTRUCTIONS: Each page must be and External Examiners. Completed forms applicable, the EXTERNAL EXAMINER is a separate sheet), to the Senior/Assistant
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4.	Identify THREE (3) records rethe purpose of each. (6 mark	management tools and briefly comment on (s)
5.	Give TWO (2) strategies use	ed for managing manual records. (2 marks)
6.		quired to carry out a records management efly what each step entails. (5 marks)
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7. Give FOUR (4) purposes of the (ISO) Records Management St	e International Standards Organization
(130) Records Management St	andard 15469. (4 marks)
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The University of the West Indies	Course Code 20//
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8.	Briefly explain what is meant by these state that the organization can ensure that these upheld: - a record must have authenticit - a record must have integrity - a record must be Reliable - a record must be Usable. (8 r	record characteristics are
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9.	Why is contextual information imporecord? (2 marks)	rtant to the comprehension of a
10.	List FIVE (5) of the most common puuncover. (5 marks)	oblems that a Needs Analysis may
11.	What are vital records? Briefly discuprotect and manage these records.	
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2.			ent programme. Identify and design rds management programme.
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gned by the nould be he equired to	ne First and Second Examiners, and valued to the Senior/Assistant Region	where applicable the University strar (Examinations). Where	ONLY INSTRUCTIONS: Each page must be and External Examiners. Completed form applicable, the EXTERNAL EXAMINER is a separate sheet), to the Senior/Assistant
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13.	What are the benefits to an organizatio management programme? List FOUR (
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