



UNIVERSITY OF EMBU

2017/2018 ACADEMIC YEAR

SECOND SEMESTER EXAMINATIONS

**FIRST YEAR EXAMINATION FOR THE DEGREE OF BACHELOR
OF LIBRARY AND INFORMATION SCIENCE**

LIS 122: PRINCIPLES OF RECORDS MANAGEMENT

DATE: APRIL 9, 2018

TIME: 2:00-4:00PM

INSTRUCTIONS:

Answer Question ONE and ANY Other TWO Questions.

QUESTION ONE (30 MARKS)

Write short notes on the following:

- | | |
|------------------------------|-----------|
| a) Record (s) | (5 marks) |
| b) Theory | (5 marks) |
| c) Records Center | (5 marks) |
| d) Records inventory | (5 marks) |
| e) Confidentiality | (5 marks) |
| f) Records management policy | (5 marks) |

QUESTION TWO (20 MARKS)

Explain the meaning of records management and its role in an organization:

QUESTION THREE (20 MARKS)

Discuss 10 records found in an organization explaining each one of them briefly. (2 marks for each):

QUESTION FOUR (20 MARKS)

Using a diagram explain the Records Life Cycle Model:

QUESTION FIVE (20 MARKS)

Each nation tries to preserve its important records. In Kenya where are all the important records kept and what kind of records are they. (You should discuss at least ten (10):

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