

Name _____ Index No. _____ / _____

1913/201
RECORDS MANAGEMENT
July 2012
Time: 3 hours

Candidate's Signature: _____

Date: _____



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN INFORMATION STUDIES
RECORDS MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.

Sign and write the date of the examination in the spaces provided above.

This paper consists of TWO sections; A and B.

Answer ALL the questions in section A.

Answer any FOUR questions from section B.

Write your answers in the spaces provided in this question paper.

For Examiner's Use Only.

Section	Question	Maximum Score	Candidate's Score
A	1 - 10	32	
B		17	
		17	
		17	
		17	
Total Score			

This paper consists of 12 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

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Turn over

SECTION A (32 marks)

Answer ALL the question in the spaces provided.

1. Your employing organization has asked you to prepare records for transfer to a record centre. State **two** reasons why you would enter the records on a transfer list before transferring them. (2 marks)

2. State the equipment that is needed to access information on:

- (i) audio tapes; _____
- (ii) microfilm; _____
- (iii) slide. _____

(3 marks)

3. Outline **three** measures that should be taken to protect records from floods in an information centre. (3 marks)

4. Highlight **four** uses of an accession register in an information centre. (4 marks)

5. As a records officer, you have been deployed in a registry. Outline **three** duties you will be expected to perform. (3 marks)

11. State **three** advantages of making personal visits to carryout records surveys. (3 marks)

SECTION B (68 marks)

*Answer any **FOUR** questions from this section. All questions carry equal marks.*

12. (a) As an archives assistant, you have been asked to assist in establishing a registry for the organization. Highlight **six** resources that the organization would require in order to establish the registry. (9 marks)
- (b) An information centre, whose records have been infested by fungi, has asked you for advice on the steps that should be taken to eradicate the infestation. Explain **four** steps that the information centre should take to eradicate the infestation. (8 marks)
13. (a) Highlight **six** factors that should be considered when designing a records centre building. (9 marks)
- (b) Explain **four** uses of a records inventory in an information centre. (8 marks)
14. (a) Information centres are usually required to maintain a certificate of records that are destroyed. Explain **four** reasons for this requirement. (8 marks)
- (b) Outline **six** measures that should be taken to protect records from harmful effects of relative humidity in an information centre. (9 marks)
15. (a) Explain **four** advantages of automating a records retrieval system in an information centre. (8 marks)
- (b) Outline **six** ways in which international terrorism poses a serious threat to the security of records in the world. (9 marks)
16. (a) Describe **four** processes in the records life cycle in an organization. (8 marks)
- (b) Highlight **six** disadvantages of a centralized registry system in an organization. (9 marks)