



MACHAKOS UNIVERSITY

SCHOOL OF HUMANITIES AND SOCIAL STUDIES

DEPARTMENT OF SOCIAL SCIENCES

RECORDS MANAGEMENT

DATE:

TIME:

INSTRUCTIONS: Answer all questions

1. Explain the following Professional involved in records management. (10mks)
 - a) Curator
 - b) Data entry clerk
 - c) Records manager
 - d) Binder
 - e) Archivist

2. Explain any five types of values possessed by records in an information centre. (10mks)

3. Give five differences between a library and an archive center. (10mks)

4. Highlight five characteristics of a good records manager. (10mks)

5. Explain five advantages of carrying out a records Survey. (10mks)

6. Discuss any five features of a records survey schedule. (10mks)

7. Explain the contents of a records retention Schedule. (10mks)