



MACHAKOS UNIVERSITY

University Examinations 2018/2019

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCES

FIRST YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN INFORMATION STUDIES

RECORDS MANAGEMENT

DATE: 15/4/2019

TIME: 8:30 – 10:30 AM

INSTRUCTIONS

Answer all the questions

1. Explain the Following Professional involved in records management. (10 marks)
 - i) Curator
 - ii) Data entry clerk
 - iii) Records manager
 - iv) Binder
 - v) Archivist
2. Explain any five types of values possessed by records in an information centre. (10 marks)
3. Give five differences between a library and an archive center. (10 marks)
4. Highlight five characteristics of a good records manager. (10 marks)
5. Explain five advantages of carrying out a records survey. (10 marks)
6. Discuss any five features of a records survey schedule. (10 marks)
7. Explain the contents of a records retention schedule. (10 marks)