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THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2014

Originating Campus: Cave Hill Mona St. Augustine

Mode: On Campus By Distance

Course Code and Title: **LIBS3801 – RECORDS MANAGEMENT: PRINCIPLES & PRACTICE**

Date:

Time:

Duration: **2 HOURS**

Paper No:

Materials required:

Answer booklet: Normal Special Not required

Calculator: Programmable Non Programmable
(where applicable)

Multiple Choice answer sheets: numerical alphabetical 1-20 1-100

Auxiliary/Other material(s) – Please specify:

Candidates are permitted to bring the following items to their desks:

Instructions to Candidates: This paper has 6 pages & 14 questions.

Candidates are reminded that the examiners shall take into account the proper use of the English Language in determining the mark for each response.

ANSWER ALL QUESTIONS IN THE SPACE PROVIDED ON THE QUESTION PAPER.

The University of the West Indies

Course Code

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INSTRUCTIONS: Each page must be signed by the First and Second Examiners, and where applicable the University and External Examiners. Completed forms should be handed to the Senior/Assistant Registrar (Examinations). Where applicable, the EXTERNAL EXAMINER is required to sign the question paper and return it with comments, if any, (on a separate sheet), to the Senior/Assistant Registrar (Examinations).

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First Examiner

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University Examiner (where applicable)

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Second Examiner

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External Examiner (where applicable)

Date: 20...../...../.....

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1. Identify the **THREE (3)** attributes of a record and explain how **ONE (1)** of them differs in the representation and management of hardcopy versus electronic records. (5 marks: 1 mark for each attribute and 2 marks for the explanation)

2. a) Describe **THREE (3)** current trends that have had a substantial impact on records and information management in the Caribbean Region. (3 marks: 1 mark for each trend)

- b) Briefly explain the impact that **ONE (1)** of these trends identified in Question 2a above has had on the management of records. (2 marks for the explanation)

3. Identify the **FIVE (5)** functional stages often related to the life cycle of the record. (5 marks: 1 mark for each stage)

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4. Define the concept of a records series and briefly explain the importance of using the series approach in managing records. (5 marks: 2 marks for the definition and 3 marks for the explanation of its importance)

5. Briefly describe what vital records are and identify **THREE (3)** examples of vital records that organizations should take steps to protect. (5 marks: 2 marks for the description and 1 mark for each example)

6. Briefly describe the records life cycle and the continuum models in a way that shows your understanding of the essential difference between the two. (4 marks: 2 marks for each description)

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7. Define a 'records retention and disposition schedule' and explain its purposes. (5 marks: 2 marks for the definition and 3 marks for the purposes)

8. Explain **THREE (3)** benefits of conducting a records survey and inventory. (3 marks: 1 mark for each benefit).

9. a) List the **FOUR (4)** methods that are used for conducting a records survey and inventory. (2 marks)

b) Give **TWO (2)** reasons why you would select one method as being most suitable to provide the best results. (2 marks: 1 mark for each reason)

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10. Identify **THREE (3)** records values used in the appraisal process and which influence the determination of retention periods for records. (3 marks: 1 mark for each value)

11. In applying the functional approach to classification, identify **TWO (2)** administrative business functions that you would cover in your schema including **TWO (2)** of the primary headings for each. (4 marks: two marks for each)

12. Give an example of an indirect access and retrieval system and provide **TWO (2)** advantages and **TWO (2)** disadvantages of this method of classification. (5 marks: 1 mark for the example and 1 mark for each advantage/disadvantage)

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13. Define the term 'metadata' and explain why metadata are important in managing records. (5 marks: 2 marks for the definition and 3 marks for explaining the importance of metadata)

14. An electronic document and records management system (EDRMS) provides functionalities to support the management of electronic records in a secure repository. Identify **TWO (2)** standards that you would use to evaluate the requirements for acquiring an EDRMS. (2 marks: 1 mark for each standard)

END OF EXAMINATION

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