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**THE UNIVERSITY OF THE WEST INDIES**

Semester I  Semester II  Supplemental/Summer School

**Examinations of December**  /April/May  /July  2013

Originating Campus: Cave Hill  Mona  St. Augustine

Mode: On Campus  By Distance

Course Code and Title: **LIBS3801: RECORDS MANAGEMENT: PRINCIPLES AND PRACTICE**

Date: **MAY 1, 2013**

Time: **1:00 – 3:00 P.M.**

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:

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

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**Instructions to Candidates: This paper has 5 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.**

1. Content is one of the essential properties of a document that must be preserved by records systems over the life of the record. Identify **TWO** (2) other attributes 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 3 marks for explanation)

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2. Globalization is one of the key factors driving the development of RIM in the postmodern age. a) Identify **THREE** (3) other factors that have had a substantial influence on records and information management in the Caribbean Region. (3 marks: 1 mark for each trend)

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- b) Briefly describe how **ONE** (1) of these factors identified in Question 2a above has impacted the management of records. (2 marks for the explanation)

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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)

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

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6. The terms records management and information management are often used together. Briefly describe each concept 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 purpose. (5 marks: 3 marks for the definition and 2 marks for the purpose)

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8. The information gathered in a records survey and inventorying exercise is used to develop retention schedules. Identify **THREE** (3) other uses for the records inventory. (3 marks: 1 marks for each use).

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9. The administrative value in records is one of the factors that are used for appraising records values and to establish retention periods for records. Identify **THREE** (3) other values that influence the determination of retention periods for records. (3 marks: 1 mark for each value)

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10. Records classification is important in allocating user permissions and facilitating access to records. Explain **TWO** (2) other reasons why a records classification scheme is important. (4 marks: 2 mark for each reason)

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11. The functional approach to classification involves the identification of common administrative business function such as 'human resource management'. Give **TWO** (2) other examples of administrative business functions. (4 marks: 2 marks for each administrative business function)

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12. The alphabetic arrangement of records is defined as a direct access system. Give an example of an indirect access system and provide **TWO** (2) advantages and **TWO** (2) disadvantages of this method of classification. (5 marks: 1 mark for each example)

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

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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 records managers can use to evaluate the requirements for acquiring an EDRMS. (2 marks: 1 mark for each standard)

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**END OF PAPER**