THE UNIVERSITY OF THE WEST INDIES

Semester I ☐ Semester II ☒ Supplemental/Summer School ☐

Examinations of December☐/April/May ☒/July ☐2011

Originating Campus: **Cave Hill** ☐ **Mona** ☒ **St. Augustine** ☐

Mode: **On Campus** ☒ **By Distance** ☐

Course Code and Title: LIBS3801 - Records Management: Principles and Practices

Date: Time: Tuesday May 10, 2011   1:00-3:00 pm

Duration: **2Hours**   **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 9 pages & 19 questions.

ANSWER ALL QUESTIONS IN THE SPACE PROVIDED

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

1. Why is metadata important in records management? **(1 marks)**

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2. State **FIVE (5)** criteria that should be considered in identifying and naming a record series. **(5 marks)**

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3. Briefly discuss **THREE (3)** objectives of a records retention disposition schedule. **(3 marks)**

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4. What are the issues addressed by the presence of a retention/disposition schedule in an established organization and what information should this policy convey **(4 marks)**

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5. The ISO Records Management Standard, 15489 provides guidance on how to ensure that records are authentic, authoritative, reliable and have integrity. Give a brief overview on each characteristic. **(6 marks)**

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6. What are the **FOUR (4)** criteria for appraising the value of a record? **(2 marks)**

7. Identify and briefly discuss the **FIVE (5)** points that a records manager must take into consideration in making his/her determination on how long official records are to be retained by an organization? **(5 marks)**

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8. In relation to electronic records briefly explain the terms: content, context and structure. **(3 marks)**

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9. What are the **FOUR (4)** typical filing methods for organizing file series? Give an example of each.

(2marks)

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10. Give **THREE (3)** determinants that an e-mail message is an authentic record worthy of being maintained by the organization? **(3 marks)**

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11. There are **THREE** (3) methods used to conduct a records inventory in an organization. Name them and explain which is the most effective. **(4 marks)**

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12. State **FIVE (5)** benefits along with brief explanations of why records should be organized into series.

(5marks)

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13. Give **THREE (3)** advantages and three disadvantages for constructing your classification scheme based on business processes. **(3 marks)**

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14. Define what is meant by a records inventory and give **THREE (3)** objectives of undertaking such an activity in an organization. **(4 marks)**

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15. Why is a thesaurus important to a records manager? **(2 marks)**

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16. How does an administrative record differ from an operational record? **(2 marks)**

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17. Name **FOUR (4)** records management tools used by records management professional to assist them in organizing and managing records. **(2 marks)**

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18. What is a hybrid records system? **(1 mark)**

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19. Give **THREE (3)** factors driving records management in today's business environment? **(3 marks)**

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END OF PAPER