



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2015

Originating Campus: Cave Hill Mona St. Augustine

Mode: On Campus By Distance

Course Code and Title: **ARCM6004 – RECORDS MANAGEMENT IN A DIGITAL AGE**

Date:

Time:

Duration: **3 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 2 pages & 5 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.

YOU ARE REQUIRED TO DO THREE (3) QUESTIONS.

The University of the West Indies

Course Code

20...../...../.....

DO NOT WRITE OR TYPE ON THE BACK OF THIS SHEET: USE ONE SIDE ONLY

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...../...../.....

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

1. "Ensuring the long-term preservation of trustworthy usability of records is better served by printed documents on paper than by digital objects copied from place to place in computer networks."
 - a. Discuss with reference to the factors that affect the long term authenticity and integrity of digital records; and
 - b. Identify and explain viable strategies that you would use to ensure the preservation of an organization's electronic records.

2.
 - a. Explain the importance of records management programmes to the consistent and proper management of an organizations records and discuss the drivers for the development and sustainability of such programmes in the Caribbean.
 - b. Outline the ten step methodology for designing and implementing recordkeeping systems highlighting its usefulness for this purpose.

3.
 - a. Discuss the role of standardization in the field of records and information management and the impact of the international records management standard ISO 15489.
 - b. How can this standard be used in the Caribbean to drive the development of an infrastructure for records management?

4.
 - a. Discuss the functional approach to developing classification schemes with reference to how this approach aids in realizing the primary uses of a classification system; and
 - b. Identify the different ways in which the application of the principles and methods of classification may be different for electronic records as opposed to paper records.

5.
 - a. Explore the ways in which emerging technologies have impacted the recordkeeping profession, the challenges that electronic records present; and
 - b. Discuss the importance of an integrated document and records management system for managing records in all media.

END OF PAPER

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