



**THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA**

**ASSOCIATE OF SCIENCE EXAMINATION**

**SEMESTER I – 2014 DECEMBER**

**PROGRAMMES:** LIBRARY TECHNICAL STUDIES

**COURSE NAME:** INFORMATION AND RECORDS MANAGEMENT  
**CODE:** (LITS2301)

**YEAR GROUP:** TWO

**DATE:** MONDAY, 2014 DECEMBER 8

**TIME:** 9:00 A.M. – 12:00 NOON

**DURATION:** 3 HOURS

**EXAMINATION TYPE:** FINAL

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*This Examination paper has 3 pages*

**INSTRUCTIONS:**

**SECTION B:** ANSWER ALL QUESTIONS IN THIS SECTION.

**SECTION C:** ANSWER ANY TWO (2) QUESTIONS FROM THIS SECTION.

**SECTION B**

*Instructions: Answer ALL questions from this section.*

**Question 1**

Explain **three (3)** basic steps involved in establishing a records management programme. *(6 marks)*

**Question 2**

All filing systems that records managers adopt have **two (2)** evaluative principles to consider. State these two principles. *(2 marks)*

**Question 3**

State **two (2)** ways in which a records centre can complement records management programmes. *(2 marks)*

**Question 4**

Give **four (4)** purposes for a records management manual. *(4 marks)*

**Question 5**

Briefly explain **three (3)** records management issues affecting electronic record. *(3 marks)*

**Question 6**

- a. List **four (4)** benefits of automated records management system.
- b. Briefly explain any **two (2)** benefits. *(6 marks)*

**Question 7**

Explain the main difference between duplex and serial numbering. *(2 marks)*

## SECTION C

*Instructions: Answer any **TWO (2)** questions from this section.*

### Question 1

Despite the crucial role played by records management in the governance of many organizations, little attention is given to the management of records.

Describe the importance of an effective records management programme in an organization you are familiar with. *(Total 25 marks)*

### Question 2

Explain the advantages and limitations of using micrographics in the management of public library records. *(Total 25 marks)*

### Question 3

It has been posited that, the widespread use of computers has been the single most significant occurrence to affect Records Management during the past two decades. Justify this assertion in relation to government records giving **two (2)** primary reasons. *(Total 25 marks)*

### Question 4

Describe any **three (3)** commonly used methods of records protection that are applicable to protecting vital records and explain their advantages and disadvantages. *(Total 25 marks)*

**END OF EXAMINATION**