SECTION A

Question 1

Briefly explain the following terms. Wherever possible, give examples to illustrate your answers.

a) Electronic record (5 marks)
b) Obsolescence (5 marks)
c) Archival description (5 marks)
d) Classification (5 marks)
e) Disposal (5 marks)

(25)

Question 2

What is a records survey? Examine how the records survey can help an organization.

(25)

Question 3

Describe how appraisal of electronic records poses new challenges for record-keepers.

(25)

Question 4

What are functional requirements and why it is important to identify them when planning to acquire Electronic Records Management System (ERMS)?

(25)

SECTION B

Question 5

Explain and illustrate why there is a need to manage electronic records from the point of creation through to their disposal.

(25)
**Question 6**

Describe the key information that should be included in a proposal for the development of an improved electronic records management system.

(25)

**Question 7**

Explain why record-keeping metadata is key to records management?

(25)