INSTRUCTIONS:

1. Answer a total of FOUR questions. Each question in this paper is worth 25 marks.
2. Please note that Question ONE is compulsory.
3. This paper consists of THREE pages. Please ensure that you have them all.
4. STUDENTS ARE REQUESTED, IN THEIR OWN INTEREST, TO WRITE LEGIBLY

QUESTION 1 - COMPULSORY

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

(a) Provenance and original order {5}
(b) Records and data {5}
(c) Registry and archives {5}
(d) Current and semi-current records {5}
(e) Records inventory and records retention schedule {5}

QUESTION 2

2. Discuss the purpose of a records and archives law and indicate its key requirements.

{25}

QUESTION 3

3. Putting the horse in front of the cart”. How accurate is this statement considering the role of disaster planning and security in the protection of documentary materials?

{25}
4. Information is one of the key resources required to run an efficient organisation. Discuss this statement with regard to the importance of records management.

5. Suggest the most effective means of improving access to archival resources and services.

6. Standards are agreed principles or protocols that are accepted as the required rules or norms for practice. What information and documentation standard governs records management in South Africa and why do standards exist?

7. Discuss the importance of appraisal and why records managers appraise records.

8. What can happen to the government and the citizens of a country when a record system breaks down?

9. Discuss the challenges posed by information and communication technologies to managing and preserving records.
QUESTION 10

10. Examine the importance of a records management survey in organisations. {25}

QUESTION 11

11. Explain the major ethical issues that arise in the management of records and archives. {25}

QUESTION 12

12. Briefly discuss the following concepts in relation to records management:
   a) The records life cycle and the records continuum.
   b) Arrangement and description of records. {25}