UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
END OF SEMESTER I EXAMINATION ACADEMIC YEAR 2024/2025

DEPARTMENT	**:**	**MANAGEMENT**
YEAR OF STUDY	**:**	**TWO**
PROGRAM	**:**	**REC**
COURSE	**:**	**DOCUMENT PRESERVATION & CONSERVATION**
COURSE CODE	**:**	**RAM 2102**
DATE	**:**	**THURSDAY 12TH DECEMBER, 2024**
TIME	**:**	**9:00-12:00 HOURS**
DURATION	**:**	**3 HOURS**

INSTRUCTIONS:

i. This paper consists of **TWO** sections, **SECTION A & B**
ii. Answer **FOUR (4)** Questions in all.
iii. Section A is **COMPULSORY**, Answer any **THREE** questions from **Section B**
iv. Credit will be given for the use of relevant examples and illustrations.
v. Mobile phones are **NOT** allowed in the exam room.
vi. **DO NOT** write anything on this question paper, rough work should be done in the answer booklet and cancelled through.

vii. Start a new number on a new fresh page.

SECTION A: (THIS SECTION IS COMPULSORY)

QUESTION ONE

You are working at a regional archive center that houses both paper and photographic records dating from the early 20th century. These collections are frequently accessed by researchers and historians, which increases the risk of damage due to handling. Some photographs are silver-gelatin prints, while others are color prints and negatives. The paper records include delicate letters, reports, and maps. As a Records Expert, you have been tasked to develop a care and handling protocol to preserve these records while allowing continued access.

Required:

a) List any five (5) of the paper and photographic records that are normally considered for this task. **(05 Marks)**

b) State any five (5) activities of the records preservation **(05 Marks)**

c) Discuss any five (5) the importance of preservation and conservation of the above records **(05 Marks)**

d) State any five (5) specific handling guidelines would you implement for both paper and photographic records to minimize damage during access? **(05 marks)**

e) Give five measures in which you would handle the store newspaper records **(10 Marks)**

f) Explain any five (5) different forms of mishandling records. **(10 marks)**

SECTION B (ANSWER **THREE** QUESTIONS IN THIS SECTION)

QUESTION TWO

You conducted a training for the staff of Tours and Travel Limited on guideline for document conservation. From this training;

a) Identify and explain any five guidelines you highlighted to them during the training **(10 Marks)**

b) Explain to them any five (5) reasons why they should conserve their documents **(10 Marks)**

QUESTION THREE

Ketty has just joined as a records Assistant in a British company where all the records of the organization are kept in electronic format, which is new to her. As a records Student;

a) Explain **five** changes Ketty is likely to face in handling records in the above format for this company **(10 Marks)**

b) Discuss any five (5) changing roles of records officer in the Digital environment like in Ketty's case above **(10 Marks)**

QUESTION FOUR

Documentation centres are very important and require security measures to handle and manage their records. As a records Management student;

a) Identify any six **(6)** security threats likely to be encountered in the Documentation Centre **(06 Marks)**

b) Describe **any seven** (7) possible solutions to mitigate the above security measures **(14 Marks)**

QUESTION FIVE

The management of Rwenzori Beverages has hired you as a professional graduate in records management and you're required to explain the following topics on a draft paper:

a) Define disaster management planning **(02 marks)**

b) Describe four (4) phases of disaster planning **(08 marks)**

c) Explain any four (4) benefits of disaster planning **(08marks)**

QUESTION SIX

a) With respect to information retrieval, discuss 4 factors to be considered before microfilming a record. **(04 marks)**

b) Explain four (4) advantages and disadvantages of microfilming in records Management. **(08 marks)**

c) Despite the many advantages of records digitization, records digitization also suffers from severe limitations. Discuss. **(08 mark**)

QUESTION SEVEN

At your new work station, you are requested to train clients on how to preserve information materials. In view of this as a Records Expert;

(a) Identify four activities you would consider **(04 Marks)**

(b) State four reasons for preserving information materials **(04 Marks)**

(c) Discuss six methods you would advise them to use after the training **(12 marks)**