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

DEPARTMENT	**:**	**MANAGEMENT**
YEAR OF STUDY	**:**	**ONE**
PROGRAM	**:**	**REC**
COURSE	**:**	**FUNDAMENTALS OF RECORDS MANAGEMENT**
COURSE CODE	**:**	**RAM 1101**
DATE	**:**	**SUNDAY 15TH DECEMBER, 2024**
TIME	**:**	**14:00-17:00 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

a) Differentiate between Records Management and Records Keeping **(02 Marks)**
b) Mention six (6) formats of records **(03 Marks)**
c) Mention five merits of Hybrid records management system **(05 Marks)**
d) State any four (4) Key Provisions outlined in National Records and Archives Act 2001 **(02 Marks)**
e) Name five (5) Technologies used for managing electronic records **(05 Marks)**
f) Mention any three methods of Records disposal **(03 Marks)**
g) Define the term bring up as used in records Management **(02 Marks)**
h) Mention five (5) characteristics of a records **(05 Marks)**
i) State five (5) stages of a records life cycle **(05 Marks)**
j) Give any five contents of the outward correspondence Register **(05 Marks)**
k) State four (04) situations when records serve as evidence of activities done by organizations **(04 Marks)**
l) Mention any four Application software used in managing electronic records **(04 Marks)**

SECTION B (ANSWER THREE (03) QUESTIONS FROM THIS SECTION)

QUESTION TWO

A large multinational company is looking to modernize its records management system and has hired a consultant to guide the transition. The company is aware that records management has evolved significantly over the past century, from paper-based filing systems to digital solutions. The consultant needs to explain the historical development of records management to the company leadership in order to help them make informed decisions about which systems to implement. As a consultant in records management;

a) Describe to management how records management has evolved over the past 100 years, **(10 Marks)**
b) Discuss any five (5) advantages of digital records management in the above company **(10 Marks)**

QUESTION THREE

You are in charge of Managing Records in Ziritwawula Records centre and one of your responsibilities is to update management about the state of records storage equipment's in the center. In view of this;

a) Identify and illustrate five (5) types of records storage equipment. **(10 Marks)**
b) Discuss any five factors to consider in choosing records storage equipment in the center **(10 Marks)**

QUESTION FOUR

Imagine you are the Records Manager for a large healthcare organization. The company is facing increasing pressure to comply with various regulations regarding patient data privacy and records retention. Recently, the government passed new legislation requiring healthcare providers to retain records for a minimum of 20 years. As a records expert;

a) Discuss any five (5) of the Legislation Affecting Records Management in government **(10 Marks)**
b) Explain any five Importance of Legislation and Ethics in Records Management **(10 Marks)**

QUESTION FIVE

Musisi, is a Records officer at Uganda Crime Prevention Agency. He is expected to file all records using a proper filing system. As a student of records Management

a) Explain four features of a good file **(04 Marks)**
b) Discuss any four filing systems that Musisi may choose when filing **(08 Marks)**
c) Identify any four advantages of a filing system. **(08 Marks)**

QUESTION SIX

Etap is a records officer at UNDP Central registry. she is charged with the tasks of appraising and disposing off records. In view of this as a student of Records Management;

a) Explain two types of appraisals that Etap may use **(04 Marks)**
b) Discuss any five principles of effective appraisal that Etap is expected to put into practice **(10 Marks)**
c) Give three reasons why Atim should appraise records **(06 Marks)**

QUESTION SEVEN

Joel works as a records officer in Wakiso district, among his duties; he tracks the movement of files from registry to respective officers through different tracking forms, and registers in-coming and out-going files for proper records management

a) Illustrate five file tracking forms Joel will adopt to track the movement of a file **(10 Marks)**
b) Discuss five (5) challenges encountered in tracking a file above **(10 Marks)**

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