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

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| **DEPARTMENT** | **:** | **MANAGEMENT** |
| **YEAR OF STUDY** | **:** | **ONE** |
| **PROGRAM** | **:** | **HEC-B** |
| **COURSE** | **:** | **RECORDS MANAGEMENT SKILLS** |
| **COURSE CODE** | **:** | **HECEE 116** |
| **DATE** | **:** | **MONDAY 16TH 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) Define Records Management **(02 Marks)**
b) Mention three formats of records **(03 Marks)**
c) Mention five elements of a file **(05 Marks)**
d) Define Archival record **(02 Marks)**
e) Name five ways of safeguarding records in a registry **(05 Marks)**
f) Mention any three methods of Records disposal **(03 Marks)**
g) Define Record Keeping **(02 Marks)**
h) Mention five levels of file classification **(05 Marks)**
i) State five steps applied in processing records for filing **(05 Marks)**
j) Give any five (5) values of Record **(05 Marks)**
**k)** State four (04) situations when records serve as evidence of activities done by organizations **(04 Marks)**
l) Name any four registry procedures performed in the registry duties **(04 Marks)**

## SECTION B (ANSWER THREE (03) QUESTIONS IN THIS SECTION)

### QUESTION TWO

The Records lifecycle theory illustrates how recorded information has a life similar to that of a biological organism. In view of this;

a) Explain five stages of the above cycle **(10 Marks)**
b) Discuss five (5) uses of records Management in an organization **(10 Marks)**

### QUESTION THREE

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

a) Identify and explain (5) five 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

Records management in Uganda is characterized by certain challenges that hinder the organizational operations. As a student with the knowledge of Records Management;

a) Identify and explain the challenges affecting records management in Organizations **(10 Marks)**
b) Explain the remedies you would apply to overcome search challenges **(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 (4) 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**

Assuming you have been appointed records manager of UICT and you're expected to advice management on the relevant ***forms*** in which records can be created. Advice Management on the best form to adopt and why? **(20 Marks)**

**QUESTION SEVEN**

Okumu, works as a records officer in Soroti 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 Okumu 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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