



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY – APRIL 2019 SEMESTER

CERTIFICATE IN INFORMATION SCIENCE

COURSE CODE: CIIS 006

**COURSE TITLE: PRESERVATION OF INFORMATION
RESOURCES**

DATE: 9 APRIL 2019

TIME: 11.30 AM – 2.30 PM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: *All exam rooms are under CCTV surveillance during the examination period.*

SECTION A: COMPULSORY

Question One

- a) Records security is considered to be one of the key elements in any organization. As a records manager, explain how you will ensure these records are protected and secure. **[10 marks]**
- b) Assuming you have been employed as a records manager in your county, explain how you will protect your records against any type of pollution. **[10 marks]**
- c) Fire and water is considered to be a threat to all information materials. Explain the different measures that can be taken to protect records from these threats. **[10 marks]**
- d) Discuss five ways in which materials may be abused and mishandled. **[10 marks]**

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

- a) Discuss some of the methods used in disseminating information **[10marks]**
- b) Records should not be stored on the floor, in corners or in such a way that fire could jump from one box or bundle to another quickly. Explain the measures that you should take to ensure the safety of the records. **[10 marks]**

Question Three

- a) Explain the following **terms** as used in preservation of information materials
 - i. Preservation **[2 Marks]**
 - ii. Conservation **[2 Marks]**
 - iii. Maintenance **[2 Marks]**
 - iv. Examination **[2 Marks]**
 - v. Restoration **[2 Marks]**
- b) Mould, insects and rodents can all damage records. Explain how you can protect records against them **[10 marks]**

Question Four

- a) What are some of the basic principles in information preservation **[10 marks]**
- b) Discuss **5** cost effective measures in preservation of information materials **[10 marks]**

Question Five

- a) As a records manager, discuss how you would conduct a security assessment of information materials in your organization **[10 marks]**
- b) Describe three actions that can be taken to protect record materials with high monetary value **[10 marks]**