



# **GRETSA UNIVERSITY - THIKA**

## **UNIVERSITY EXAMINATIONS JANUARY – APRIL 2020 SEMESTER**

### **DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT**

**COURSE CODE: DIRM 014**

**COURSE TITLE: DIGITIZATION OF RECORDS AND ARCHIVAL  
MATERIALS**

**DATE: 06 MAY 2021**

**TIME: 3:00 PM – 6:00 PM**

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#### **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) Assuming you are an in-charge records officer of your institution, clarify how you would conduct the computerization process of your records **[15 Marks]**
- b) Digitization of records should blend well with the organization's business processes, goals, objectives and priorities. Highlight the main issues that should be considered before the digitization process **[15 Marks]**
- c) Describe the key features that characterize a good digitization tool **[10 Marks]**

## **SECTION B: ANSWER ANY THREE QUESTIONS**

### **QUESTION TWO**

- a) Explain any five general policies to put in mind when carrying out digitization activities **[10 Marks]**
- b) As a manager in a record center, explain whether you would outsource or do in-house digitization activities. Support your answers **[10 Marks]**

### **QUESTION THREE**

- a) As much as going paperless may come with its many advantages, some critics have argued that paperless organizations have their own challenges. Explain any five challenges that paperless organizations face **[10 Marks]**
- b) Discuss any five key functions of an electronic records keeping system **[10 Marks]**

### **QUESTION FOUR**

- a) Explain the different categories of costs and benefits to be taken into consideration during cost-benefit analysis of a digitization tool **[10 Marks]**
- b) What are the retention necessities for electronic records? **[10 Marks]**

### **QUESTION FIVE**

- a) Discuss any five ethical considerations for an electronic records manager **[10 Marks]**
- b) Enumerate five digitization trends in the 21<sup>st</sup> century **[10 Marks]**

### **QUESTION SIX**

- a) Describe five requirements for a digital information service **[10 Marks]**
- b) In some cases, records are identified to be transferred to the Archives for permanent preservation. Highlight potential risks likely to occur in the process of digitizing these archival materials **[10 Marks]**