



GRETSA UNIVERSITY - THIKA

**UNIVERSITY EXAMINATIONS
MAY - AUGUST 2018 SEMESTER**

DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT

COURSE CODE: DIRM 014

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

DATE: 9THAUGUST 2018

TIME: 3:00 PM – 6:00 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) 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. **[10 marks]**
- b) What are the key features that characterize a good digitization tool? **[10 marks]**
- c) Assuming you are an in-charge records officer of your institution, clarify how you would conduct the computerization process of your records **[10 marks]**
- d) Discuss any 5 key functions of a document electronic records keeping system **[10 marks]**

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

- a) Explain any FIVE (5) general policies to put in mind when carrying out digitization activities? **[10 marks]**
- b) What are the key considerations to put in mind when making decisions on whether to do in-house or outsource digitization activities? **[10 marks]**

Question Three

- a) As much as going paperless may come with its many advantages, some critics have argued that paperless organization have their own challenges. Explain any FIVE (5) challenges that paperless organizations face. **[10 marks]**
- b) Describe the challenges of manual records organization and management that digitization has been used successfully to address **[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 (5) ethical considerations for an electronic records manager [10 marks]

- b) What are some of the future trends in digitization of records and archival materials [10 marks]

Question Six

- a) Explain the technical attributes of good image quality? [10 marks]

- b) What are the conditions that determine the quality of a digital capture? [10 marks]