

UNIVERSITY COLLEGE LONDON

University of London

EXAMINATION FOR INTERNAL STUDENTS

For the following qualifications :-

M.A.

Library & Info Studies - L4c: Records Management

COURSE CODE : LAIS0L4C

DATE : 30-MAY-02

TIME : 10.00

TIME ALLOWED : 3 hours

02-N0165-3-30

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TURN OVER

L.4(c): Records management

Answer **THREE** questions.

1. As the information manager, you have been asked to set up a records management programme in your organization. Discuss whether it is appropriate for you to take on this project and what steps you would take to initiate such a programme.
2. How would you approach the classification and arrangement of current records which mainly comprise case files?
3. What services should a non-current records centre provide?
4. What are the main features of macro (or functional) and micro (or series) appraisal and in what circumstances might you employ each of these approaches?
5. What are the benefits of effective records management to society and to an individual organization?
6. Discuss how the management of digital records should be approached differently from the management of traditional paper records.

END OF PAPER