

UNIVERSITY COLLEGE LONDON

University of London

EXAMINATION FOR INTERNAL STUDENTS

For The Following Qualification:-

M.A.

Library & Info Studies - L4c: Records Management

COURSE CODE : LAIS0L4C

DATE : 09-JUN-03

TIME : 10.00

TIME ALLOWED : 3 Hours

L.4(c): Records management

Answer **THREE** questions.

1. Describe the lifecycle of a record in terms of the processes through which records pass from creation to final disposition. Illustrate your answer by specifying the treatment of paper-based files at different stages of their life.
2. What role might a library and information specialist play in managing the records of an organization?
3. Describe how records are prepared for, transferred to, and received in a Record Centre. How are records thus received, controlled in, and retrieved from the Record Centre?
4. Discuss two approaches to classification of records and discuss which approach you would use in the classification of a large quantity (50,000) of insurance policy files.
5. What are the benefits of effective records management to society and to an individual organization?
6. Discuss the main steps which need to be taken in order to implement a records management programme within an organization.

END OF PAPER