



NATIONAL OPEN UNIVERSITY OF NIGERIA
Department of Library and Information Science
2024 1 EXAMINATION

Records management and archives administration (LIS 310)

Time Allowed: 2 Hours 15minutes

Instruction: Please carefully read and take note of the instruction below:

Answer **three (3)** Questions. Question **one** is **COMPULSORY**. All questions carry equal marks except question one.

- 1ai. How would you determine the organisational value (s) of records? 3marks
- ii. List the factors upon which records retention decision must be based 3marks
- iii. Differentiate between a government archive and a corporate archive 2marks
- 1b. Prepare a paper to give the essential requirements of records storage areas for the records of the NOUN Records Centre 10marks
- 1c. State the **three (3)** basic principles of the arrangement of archival materials and their application. 12marks
- 2a. A good record is known to have some attributes; list and give a brief description of each 12marks
- 2b. Give **eight (8)** factors you would advise to be considered when choosing storage cabinets for records 8marks
- 3a. Name and give a concise description of **three (3)** types of equipment for storing paper records in the office environment. 15marks
- 3b. State the areas in which records management is important in supporting the entity that created it in achieving its aims and goals 5marks
4. Like a biological entity, records are born, live and grow old and are disposed of,
i. give the terminology that best describes this process and,
ii. with the aid of a diagram, give an explicit description of the process. 20marks
- 5a. Put forth a convincing argument to show the challenges affecting archives in Nigeria 10 marks
- b. List **ten (10)** measures you would take to prevent any form of disaster to archival materials in your custody 10marks

Do not write on this document except your Matric Number