

THE OPEN UNIVERSITY OF SRI LANKA
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES
 INFORMATION STUDIES UNIT
 BA IN LIBRARY AND INFORMATION STUDIES
 FINAL EXAMINATION – 2024/25
 LEVEL 6 (SEMESTER I)
 HSU6305- RECORDS MANAGEMENT



DURATION: 3 hours

Date: 24. 08. 2024

Time: 9.30 am-12.30pm

Instructions

Answer only 05 questions.

All questions carry equal marks.

- 1
 - i. Define, what is a record using authorized definition. (5 marks)
 - ii. Why records are important for organizations? Explain five (05) reasons with examples. (15 marks)
- 2
 - i. Write four (04) principles of record management. (2 marks)
 - ii. 'Records Appraisal' is the first basic principle of the records management function, Discuss it in detail. (8 marks)
 - iii. What are the important points need to be taken into consideration during the appraisal process of records, explain. (10 marks)
- 3

"Record types can be identified as common record types available in most of organizations regardless of their business type"

 - i. What are the types of records? Explain at least five (05) types. (10 marks)
 - ii. Why vital records are very useful for organizational functions. Discuss five (05) with examples. (10 marks)
- 4
 - i. Organizing printed records creates several practical issues for record managers and librarians in both organizations and libraries. What are the main challenges they often face? (10 marks)
 - ii. Preserving printed records in an institution involves employing various methods and strategies to ensure their longevity, accessibility, and integrity. Explain five (05) methods applied in preserving the printed records in your institution/library. (10 marks)
- 5

Write the eight (08) features of a Record Management Policy and describe five (05) components in detail giving examples. (20 marks)

- 6 i. What is office filing system, explain. (4 marks)
ii. Explain the importance of having an office filing system. (6 marks)
iii. Modern filing system is the improvement of traditional method of filing. Describe two (02) types of modern filing system with advantages? (10 marks)
- 7 i. Describe in brief, what is electronic record life cycle. (5 marks)
ii. What is the metadata of electronic records? (5 marks)
iii. Discuss advantages and disadvantages of electronic record management system. (10 marks)
- 8 Suppose you have been appointed as a Librarian in your institutional library. What are the records you handle in your library? Explain with examples. (20 marks)
- 9 Write short notes on any four (04) of the following topics.
i. Maintenance and use of records ii. Authenticity
iii. Retention iv. Records Keeping System
v. Centralized Filing System vi. De-humidifiers (4x5 = 20 marks)