

THE OPEN UNIVERSITY OF SRI LANKA
 INFORMATION STUDIES UNIT
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES
 BA IN LIBRARY AND INFORMATION STUDIES
 FINAL EXAMINATION - 2023
 LEVEL 6 (SEMESTER I)
 HSU6305 – RECORDS MANAGEMENT



DURATION: 3 hours

Date: 06.08.2023

Time: 9.30am - 12.30pm

Instructions

Index No:/Reg.No:

Answer **ONLY** five 05 questions
 All questions carry equal marks

1. i. List out four (04) key activities involved in record management? (8 marks)
 ii. Discuss in detail effective record management strategies that support organizational decision-making. (12 marks)
2. i. Describe the purpose and significance of a record retention schedule. (12 marks)
 ii. List out four main features of a record retention policy. (8 marks)
3. i. List out five (5) key features and functionalities that should be considered when selecting an electronic record management system? (10 marks)
 ii. Describe briefly the benefits that can be derived by a library from an Electronic Records Management System. (10 marks)
4. i. Explain briefly records management audit. (2 marks)
 ii. Briefly explain four (4) key steps that are involved in conducting a records management audit. (6 marks)
 iii. Explain in detail five records management purpose. (10 marks)

5.
 - i. List out five (5) types of suspension file organization and its characteristics. (10 marks)
 - ii. Explain advantages and disadvantages of using suspension file organization for document storage? (10 marks)
6.
 - i. Explain briefly the five (5) key factors to consider when determining preservation requirements for printed records. (10 marks)
 - ii. List out and brief four (4) common challenges faced by institutions in preserving printed records. (10 marks)
7.
 - i. Explain the significance of an alphabetical filing system in various organizational settings? (10 marks)
 - ii. Discuss the advantages of using an alphabetical filing system for document management and record keeping.(10 marks)
8.
 - i. Discuss the role and purpose of the National Archives in Sri Lanka. (10 marks)
 - ii. Explain briefly the National Archive's contribution to historical research, academic studies, and public access to information in Sri Lanka. (10 marks)
9. Write short notes on any four (04) of the following topics
 - i. Physical Record Management System
 - ii. Record Storage
 - iii. Training and Awareness Programs for Record Management
 - iv. Metadata in Record Management
 - v. Life cycle of Electronic Record Management
 - vi. Record Management Policy

(4x5=20 marks)