

THE OPEN UNIVERSITY OF SRI LANKA  
 INFORMATION STUDIES UNIT  
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
 BA HONOURS IN LIBRARY AND INFORMATION STUDIES  
 FINAL EXAMINATION – 2025/26  
 LEVEL 6 (SEMESTER I)  
 HSU6305 – RECORDS MANAGEMENT



DURATION: THREE (03) HOURS ONLY

Date: 28.09.2025

Time: 9.30 - 12.30pm.

Instructions

Index No: .....

- Answer only five (05) questions.
- All questions carry equal marks

1. How does a proper classification system contribute to the efficiency of a filing system in an office environment? Discuss providing 5 reasons 20 marks
2.
  - i. Explain the concept of Metadata in the context of electronic records. 4 marks
  - ii. Describe in detail the three (3) benefits of creating Metadata in an electronic Records Management System 6 marks
  - iii. What challenges can arise in managing and preserving Metadata throughout the life cycle of electronic records? Discuss five challenges. 10 marks
3. Understanding characteristics of record-keeping systems is important in learning records management' prove this statement, discussing five (5) reasons supporting examples 20 marks
4. What are the key preservation measures that Record Managers can use to protect printed records from deterioration? Discuss in detail five (5) preservation measures with examples 20 marks
5.
  - i. List four advantages and five disadvantages of centralized filing, and describe two (2) advantages in detail 10 marks
  - ii. Explain what type of organization is most suitable to use centralized filing system giving four (4) reasons 10 marks

6. What are the alphabetical filing rules developed by ARMA? Explain with examples how it helps to maintain consistency and accuracy in report filing system 20 marks
7. Describe five steps in developing a records management policy and explain the significance of each step in ensuring effective records management. 20 marks
8. What are the key benefits of implementing a well-managed Electronic Records Management (ERM) system within an organization? Name five (5) benefits and describe them in detail. 20 marks
9. Write short notes on any of the following topics
- i. Record Life Cycle
  - ii. Records Registration
  - iii. Spike or wire file
  - iv. Decentralized filing System
  - v. Cross References
  - vi. Characteristics of records
- 5x4= 20 marks