

NATIONAL UNIVERSITY OF LESOTHO
BACHELOR OF LIBRARY AND INFORMATION STUDIES (BLIS)
LIS 1304: INTRODUCTION TO ARCHIVES AND RECORDS
MANAGEMENT

JUNE 2023

MARKS: 100

3 HOURS

INSTRUCTIONS:

- Answer **All** questions.
 - Start each question on a **fresh** page
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QUESTION 1

- a) What is an archive? (4)
 - b) Distinguish between a record and a document. (10)
 - c) Give any five reasons why archives and records are important in society. (10)
 - d) Describe the three types of a records centre. (6)
- [30]**

QUESTION 2

- a) Discuss the three stages of a records lifecycle model. (15)
 - b) Mention different types of materials stored and personnel responsible in each stage of the records lifecycle model. (12)
- [27]**

QUESTION 3

- a) Using relevant examples, describe the two disasters likely to affect the operational system of a records centre. (10)
 - b) Explain any five security measures used to protect records held in a records centre. (10)
 - c) Mention the values that records contain to qualify for permanent preservation. (10)
- [30]**

QUESTION 4

- a) What is records management? (4)
 - b) Give two key principles of good records keeping (3)
 - c) What is a proper records management system? (6)
- [13]**