



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**Plot 91 Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi, Abuja.**  
**DEPARTMENT of LIBRARY and INFORMATION SCIENCE NOVEMBER**  
**2021\_2 EXAMINATION**

COURSE CODE: LIS 310

COURSE TITLE: RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION

CREDIT UNIT: 2

TIME ALLOWED: 2HOURS 15 MINUTES

**INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO**

**QUESTION 1**

(1a) Define the term Records **(5marks)**

(1b) Discuss the **Five (5)** Types of Records. **(25 Marks)**

**QUESTION 2**

Discuss the **Four (4)** Physical Attribution of a Good Record. **(20 Marks)**

**QUESTION 3**

Explain any **Five (5)** Functions of Management. **(20 Marks)**

**QUESTION 4**

You have been appointed as the new Records Manager in your organization with the aid of a diagram, explain in detail the Records Lifecycle. **(20 Marks)**

**QUESTION 5**

Discuss **Four (4)** reasons why universities are motivated to keep their records. **(20 Marks)**