



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**Department of Library and Information Science**  
**2024 1 EXAMINATION**

**Records management and archives administration (LIS 310)**

**Time Allowed:** 2 Hours 15minutes

**Instruction:** Please carefully read and take note of the instruction below:

Answer **three (3)** Questions. Question **one** is **COMPULSORY**. All questions carry equal marks except question one.

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|------|--|----------|
| 1ai. | How would you determine the organisational value (s) of records?   | 3marks   |
| ii.  | List the factors upon which records retention decision must be based   | 3marks   |
| iii. | Differentiate between a government archive and a corporate archive   | 2marks   |
| 1b.  | Prepare a paper to give the essential requirements of records storage areas for the records of the NOUN Records Centre   | 10marks  |
| 1c.  | State the <b>three (3)</b> basic principles of the arrangement of archival materials and their application.  | 12marks  |
| 2a.  | A good record is known to have some attributes; list and give a brief description of each  | 12marks  |
| 2b.  | Give <b>eight (8)</b> factors you would advise to be considered when choosing storage cabinets for records   | 8marks   |
| 3a.  | Name and give a concise description of <b>three (3)</b> types of equipment for storing paper records in the office environment.  | 15marks  |
| 3b.  | State the areas in which records management is important in supporting the entity that created it in achieving its aims and goals  | 5marks   |
| 4.   | Like a biological entity, records are born, live and grow old and are disposed of,<br>i. give the terminology that best describes this process and,<br>ii. with the aid of a diagram, give an explicit description of the process. | 20marks  |
| 5a.  | Put forth a convincing argument to show the challenges affecting archives in Nigeria   | 10 marks |
| b.   | List <b>ten (10)</b> measures you would take to prevent any form of disaster to archival materials in your custody   | 10marks  |

***Do not write on this document except your Matric Number***