



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business Education Certificate Examinations

FUNDAMENTALS OF RECORDS MANAGEMENT

NCRM114

YEAR I, SEMESTER I

2½ HOURS

WEDNESDAY, 5TH DECEMBER, 2018

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** is compulsory and carries **20** marks.
3. Section **B** consists of **six** questions, Answer only **four** questions from this section.
4. All answers to each question should begin on a fresh page.
5. All questions carry equal marks.
6. **Do not** write anywhere on this question paper.
7. All answers and rough work should be written in the official answer booklet provided.
8. Read other instructions on the answer booklet.

SECTION A - (20 MARKS)

Answer all questions in this section

Question One

- (a) Define **classification** as applied in Records Management. (02 marks)
- (b) Outline **two** implications of principles of Respect defends. (04 marks)
- (c) Give **three** advantages of numeric filing. (03 marks)
- (d) Give **three** rules in indexing as applied in Records. (03 marks)
- (e) Identify **two** measures against mishandling of records as applied in Records Management. (02 marks)
- (f) List **two** files cons futures. (02 marks)
- (g) Outline **two** principles of work ethics as used in records management. (02 marks)
- (h) Distinguish between **continuing schedules** and **onetime schedules**. (02 marks)

SECTION B - (80 MARKS)

Answer only four questions from this section.

Question Two

Ato has been recruited as an assistant records manager of NEVI organization and she is expected to carryout filing as an activity by her supervisor using different filling methods

- (a) List **four** equipment she is most likely to apply while performing the above activity. (04 marks)
- (b) Discuss **three** of the above methods she will in cooperate in her activity. (06 marks)
- (c) Identify **five** filing procedures she will use to perform the above activity. (10 marks)

Question Three

Smith works as records Assistant at the district and executes the following activities; He appraises and develops retention schedules and forms for proper records management

- (a) Distinguish between **Appraisal** and **Retention Schedule**. (04 marks)
- (b) Explain **four** principles Smith follows while executing this duty. (08 marks)
- (c) Give **four** importance of Appraisal. (08 marks)

Question Four

You were hired by NY hospital as Records Assistant to manage medical records for the hospital but on reporting for work your supervisor tasked you to create a Health Management information system (HMIS) in order to better manage patients' records.

- (a) Explain **four** objectives of setting up the above system to the hospital records. (08 marks)
- (b) Identify **six** routine Health management information system (HMIS) activities that will be performed while executing your task. (12 marks)

Question Five

Ketty is records Assistant in a British company where all the records of the organization are kept in electronic format.

- (a) Explain **five** changes Ketty is likely to face for handling records like she does above. (10 marks)
- (b) Suggest **five** measures Ketty can apply to avoid any disasters that may arise as result her way of keeping record (10 marks)

Question Six

Amuya is working as a records officer at NNA registry and this registry is believed to be composed of junior staff who lack professional ethics. The manager requests him to enlighten these juniors about the ethics they are supposed to possess.

- (a) Explain **five** considerations that Amuya should bear in mind while performing his assignment. (10 marks)
- (b) Examine **five** demerits arising in NNA registry due to recruitment the above kind of staff. (10 marks)

Question Seven

Moon was employed by earth company as the records aregistry. On reaching the office Records were not classified. As the specialised in Records;

- (a) Identify **three** basic ways moon should use to do the activity. (06 marks)
- (b) Explain **three** characteristics of a good Record. (06 marks)
- (c) Explain **four** formats of records found in the above department. (06 marks)

END