

ASSESSMENT ON THE CONSTRUCTION AND MANAGEMENT OF A DOCUMENTARY SYSTEM

Instructions: please answer all questions

Time: one hour

Question one: (2marks per point = 8 marks)

In 4 points, state why it is indispensable for every human organization to build and manage its documentary system.

Marking Guide

- To facilitate administrative processes
- To enhance policy making
- To ensure administrative uprightness and good governance
- To meet the information needs of humans
- To facilitate time management
- To ease communication
- To facilitate the retrieval of documents
- To facilitate and ensure preservation of records/ documents in general and records of enduring values in particular.

Question two: 6 marks

In two points, briefly justify why documents/ records need to be categorized into active, semi – active and inactive.

Marking Guide

- The clustering is a legal obligation (see law No 2000/010 of December 2000)
- To facilitate the systematic and meaningful organization of documents/ records/archives.
- To facilitate the appropriated preservation and security of documents/ archival records.
- To facilitate task of managing documents
- To ensure and facilitate the consistent building of a peoples' cultural heritage.
- To facilitate ease within which to locate and retrieve documents.

Question three: 6 marks

State and explain very briefly four critical classification systems that are advisable to be considered in the classification of documents/ records

Marking Guide

- Subject classification, good for grouping documents relating to specific subjects to gather.

- Chronological classification, good in systematically arranging documents in order of occurrence date (months and yearly)
- Numerical classification in order to provide codes for each class of documents and per document or easy retrieval orderly arrangement
- Alphabetical classification, to provide orderly arrangement.
- In specific scenarios, geographical classification, for further ease of retrieval
- In specific circumstance, alphanumeric classification for specificity.

Good Luck