

GARISSA UNIVERSITY

**SCHOOL OF BUSINESS & ECONOMICS**

**DEGREE IN BUSINESS MANAGEMENT**

**DEPARTMENT OF BUSINESS MANAGEMENT**

**UNIT NAME: PROCUREMENT RECORDS MANAGEMENT**

**UNIT CODE: BBM 341**

**Main Exam Draft**

**QUESTION ONE**

As the world becomes more digital in nature, an ever-growing issue for the records management community is the conversion of existing or incoming paper records to electronic form. Such conversions are most often performed with the intent of saving storage costs, storage space, and in hopes of reducing records retrieval time. In Kenya, public administration, healthcare and the legal profession have a long history of records management, the corporate sector has generally shown less interest. This has changed in recent years due to new compliance requirements, driven in part by procurement and finance scandals. Corporate records compliance issues including [retention period](https://en.wikipedia.org/wiki/Retention_period) requirements and the need to disclose information as a result of litigation have come to be seen as important. Since the 1990s the shift towards electronic records has seen a need for close working relations between records managers and IT managers, particularly including the legal aspects, focused on compliance and risk management. A difficult challenge for many enterprises is tied to the tracking of records through their entire [information life cycle](https://en.wikipedia.org/wiki/Information_Lifecycle_Management) so that it's clear, at all times, where a record exists or if it still exists at all. The tracking of records through their life cycles allows records management staff to understand when and how to apply records related rules.

**Required;**

1. Procurement departments are shifting from manual to electronic records management. Discuss the positive effects of this transformation on the procurement process (10 marks)
2. Discuss the role of the ICT manager in records management throughout the lifecycle of electronic records (10 marks)
3. The procurement functions holds very sensitive and confidential records and documents. Explain the consequences of failure to maintain adequate procurement records (10 marks)

**QUESTION TWO**

1. Discuss the benefits of good record keeping practices to an organization (10 marks)
2. Explain the common methods of computer security employed to ensure the safety of procurement records (10 marks)

**QUESTION THREE**

1. Discuss five examples of threats to the safety of procurement files and documents (10 Marks)
2. Explain the appropriate measures to safeguard procurement records from the threats identified (10 marks)

**QUESTION FOUR**

1. Describe the procedures for monitoring the records management unit (10 marks)
2. Explain five procurement records management functions that can be automated (10 marks)

**QUESTION FIVE**

1. Records are vital at every stage in the procurement process. Explain five examples of procurement activity files (10 marks)
2. Discuss any five indicators that a procurement records management program uses technology (10 marks)