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SCHOOL OF BUSINESS AND ECONOMICS
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS
ADMINISTRATION - SUPPLY CHAIN MANAGEMENT OPTION.
3RD YEAR 2ND SEMESTER 2016/2017 ACADEMIC YEAR.**

MAIN CAMPUS

ABA 342: PROCUREMENT RECORDS AND INVENTORY MANAGEMENT

INSTRUCTIONS:

ANSWER QUESTIONS ONE AND ANY OTHER TWO QUESTIONS.

**QUESTION ONE (30 Marks)
TAB COMPANY**

TAB is a leading energy company that wanted a more efficient way to incorporate the high volume of new files generated from their constant acquisition of asset. The records file room was a very busy place with many current\active records. With up to 1,000 acquisitions of new assets per year, the task of records management led to thousands of new files emerging. The records management unit was under pressure to manage all the records. They had several options; store the inactive records in the archives, properly file the entire active records chronologically, computerization of records management as well as the management of the migration of data, and developing a disposal schedule for the records. Management was aware that they needed to provide the right equipment and materials for the maintenance and storage of records. Their major aim was to achieve accessibility, security and integrity in Procurement Records Management.

- a) Define the following terminologies as used in the case study:
- i) Archives (1 mark)
 - ii) Current\active records (1 mark)
 - iii) Migration (1 mark)
 - iv) Records management (1 mark)
 - v) Disposal schedule (1 mark)
 - vi) Records (1 mark)

- b) Highlight the responsibilities of the records unit in TAB Company (6 marks)
- c) A file is a folder containing papers relating to a specific subject or activity. Identify the information that must appear on a file cover (6 marks).
- d) Explain the benefits of computerization of Records Management that procuring entities can enjoy (6 marks).
- e) The right equipment and materials for the maintenance and storage of records should be provided for efficient records management. Highlight these equipment (6 marks)

QUESTION TWO (20 Marks)

Records should be managed through their life. A record goes through a life cycle consisting of various phases. Discuss the records life cycle (20 marks)

QUESTION THREE (20 Marks)

It is important for procuring entities to ensure that there are adequate mechanisms for management of records. Discuss the indicators of failure to manage records effectively (20 marks)

QUESTION FOUR (20 Marks)

Explain the common methods of computer and data security that can be employed to customize a security system in Procurement Records Management (20 marks)

QUESTION FIVE (20 Marks)

A periodic audit and inspection of a Procurement Unit's record keeping system need to be carried out. A report based on the inspection should be submitted to the head of procuring unit and to the Accounting Officer. Discuss the factors to consider when conducting a records management audit (20 marks)