**ALLAMA IQBAL OPEN UNIVERSITY. ISLAMABAD**

**(Department of Library & Information Sciences)**

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| **WARNING**   1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.** 2. **SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.** |

**Course:** **Archives, Records, and Information Management (9222)**

**Semester:** **Spring, 2025**

**Level:** **BSLIS**

**Please read the following instructions for writing your assignments. (AD, BS, BED, MA/MSc, MED) (ODL Mode).**

1. All questions are compulsory and carry equal marks but within a question the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the questions.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Handwritten scanned assignments are not acceptable.
5. Upload your typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can’t be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their handwritten assignments (in PDF format) on University LMS. The size of the file should not exceed 5MP.

**Note 1:** Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to “APA 6th ed. available at: <http://ijolis.aiou.edu.pk/?page_id=251>

**Note 2:** Students at this level are expected to use multiple sources in solving this assignment. All questions carry equal marks.

**Note 3:** Resources to solve this assignment are available at the LIS Department website: <http://lis.aiou.edu.pk/>

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|  | **Assignment No. 1** |  |
| **Total Marks: 100** | **Units 1-5** | **Pass Marks: 50** |

**Note:** Attempt all questions.

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| Q.1. | **What are vital records, and why are they important? How should organizations respond if a disaster affects these records? Discuss strategies for protection and recovery.** | (20) |
| Q.2. | **What are the key considerations in planning and designing a records center for inactive records? Discuss the essential components of an effective records center.** | (20) |
| Q.3. | **How can a records management training program be developed using the NARA Training Model? Outline the steps and key elements of such a program.** | (20) |
| Q.4. | **What is records management as a professional discipline, and how does it relate to the records and information management life cycle? Explain the stages of the life cycle in detail.** | (20) |
| Q.5. | Write short notes on the followings:   1. How do we identify an Essential Record? 2. Long-term Preservation 3. Information Lifecycle Management 4. RIM Risks | (20) |

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|  | **Assignment No. 1** |  |
| **Total Marks: 100** | **Units 6-9** | **Pass Marks: 50** |

**Note:** Attempt all questions.

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| Q.1. | **How can disaster preparedness and recovery planning be implemented for vital records? Discuss the process in detail with practical examples.** | (20) |
| Q.2. | **What is the process of protecting records and managing inactive records effectively? Explain the steps and strategies involved.** | (20) |
| Q.3. | **What preparation is necessary for records management professionals, and how can training programs be designed to meet these needs? Discuss the key components of effective records management training.** | (20) |
| Q.4. | **What are the essential elements, functions, and activities of Records and Information Management (RIM) in the context of information governance? Explain with relevant examples.** | (20) |
| Q.5. | Write short notes on the followings:   1. Web 2.0 and Records and Information Management 2. Chronological and Geographic Filing Systems 3. Cloud storage and digital preservation 4. Industry-specific Web Content Management System | (20) |