



ANSWARE ALL QUESTIONS

Question 1: Identify True or False then correct the False, if any. (7 Marks, 1 for each)

1. _____ Under Freedom of Information Act citizens have a right to request any type of information from any organization within a specific time period based on a special policy.
2. _____ Document image processing systems are equivalent to a filing cabinet with more facilities.
3. _____ Egyptian hieroglyphics are example of modern record keeping.
4. _____ EDRMS is a viable part of e-governments.
5. _____ There are several standards relating to EDRMS, and you have to follow all.
6. _____ A document becomes a record when that particular document is archived.
7. _____ Document repository shouldn't be a central data container of the organization.

Question 2: Choose (Shade) the correct answer. (4 Marks, 1 for each)

1. **e-Government need _____.**
 - ① e-Citizens & e-Services
 - ② e-Administration
 - ③ e-Society
 - ④ ALL answers
2. **Nearly all the software vendors offering _____.**
 - ① Separate EDRMS
 - ② Combined EDMS & ERMS
 - ③ EDMS
 - ④ None of above
3. **_____ is a feature of EDRM systems that controls who is editing a document and when it is being edited, and also ensures that not more than one person edits a document at any one time.**
 - ① Auditing
 - ② Check-in/Check-out
 - ③ Security
 - ④ Answers 1, 2, & 3
4. **Completing all jobs in-house staff is an _____ Scanning, Classification, and Indexing.**
 - ① On-Site
 - ② Off-Site
 - ③ Answers 1, 2
 - ④ None of above

Question 3: Answerer the following questions:

(a) List 6 characteristics and benefits of EDRMS. *(3 marks, ½ for each)*

(b) Differentiate between Documents and Records, give an example. *(2 marks)*

(c) What are the meaning of each concept from the viewpoint of EDRMS *(5 marks, ½ for each)*

1. Retention schedules policy.

2. Off-line storage media.

3. Workflow

===== BEST WISHES =====