

University of Palestine

Course Title: إدارة الوثائق والسجلات الالكترونية



Lecturer Name: **Dr. Mohammed Shbier**

Date:

College Name: _____

No. of Questions: **3**

Specialist: _____

Time: **1 hour**

Total Grade: **15**

Using Calculator : **No**

2nd Semester. 2018/2019 First Exam

Student Name: _____

Student No: _____

Dear students,

First of all you should to read carefully through all the exam questions, and then you have to attempt the questions that you think you can answer completely.

This exam contains **THREE (3)** questions in **FIVE (5)** printed pages include the cover page.

Answer all question in the space provided.

Good luck & best wishes

FOR INSTRUCTOR USE ONLY

Question 1	Question 2	Question 3	Total

Notes:

Signature: _____

Q1: Specify whether the following statements are True or False**(5 Marks)**

1. Egyptian hieroglyphics are another example of primitive record keeping
2. record is defined as “a piece of written, printed, or electronic matter that provides information or evidence”
3. ERMS emerged in the 1990s, These systems mainly managed the physical location of paper-based records, essentially an electronic index for paper files and folders
4. Mobility and accessibility is one benefit from implementing an EDRMS
5. EDRMS Provide greater security and access control features to reduce the risk of digital information being inappropriately accessed, altered or deleted.
6. EDRMS can integrate and interface with existing paper file systems provide space savings and optimized building design
7. 6. EDRM is a method used to index the typed content of documents, which then allows the typed content to be searched upon
8. Retention schedules are concerned with the length of time an organization will retain records within the system’s document repository
9. If records are moved to off-line storage, then they would be available for future reference, hence the records have still been retained
10. A document becomes a record when that particular document is archived and is may change by system administrator

Q2) Multiple choice question**(5 Marks)**

- | | |
|--|---|
| 1) Improved information management capability consists of | |
| A) Provide a central store for staff to capture their digital documents and information. | B) Manage email more effectively as records |
| C) Manage lawful destruction or transfer of records | D) All above answers |
- | | |
|---|---|
| 2) Increased business efficiency | |
| A) Ensure information is reliable and the latest version is available | B) Provide greater security and access control features to reduce the risk of digital information being inappropriately accessed, altered or deleted. |
| C) Enable staff to view, read or share information simultaneously from their desktops | D) Availability of audit trails to prove who had access to information and what they did with it. |
- | | |
|--|----------------------|
| 3) Retention Schedules tightly coupled and integrated with | |
| A) Archiving | B) Security |
| C) legislative issues | D) All above answers |

- 4) Once this time has expired from the date the record has been first archived, then it can be:
- A) deleted from the system B) Moved to other system
C) Update record date D) Update retention date
- 5) Auditing in EDRMS provides
- A) applied for specific groups of users B) providing an accurate audit trail, an EDRMS solution
C) Security access permissions defined for individual users D) A+B

1	2	3	4	5
	C	D	A	B

Q3) Answer the following questions **(5 Marks)**

Define the electronic document record management system? *(1 Mark)*

Some of the more advanced Document Image Processing systems also included elements of a workflow, explain and give example?

(1 Mark)

List The basic components of an EDMS ?

(1 Mark)

What are the differences between Documents and Records?

(1 Mark)

Security is essential component of ERDMS. What are the benefits gain to ERDMS ?

(1 Mark)

END OF QUESTIONS