



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

**BAR 2204: LEGAL AND ETHICAL ISSUES IN RECORDS MANAGEMENT
AND ARCHIVES ADMINISTRATION**

END OF SEMESTER EXAMINATION

SERIES: APRIL 2016

TIME: 2 HOURS

DATE: 9 May 2016

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE

a) Define the following:-

- (i) Library [2 marks]
- (ii) Ethics [2 marks]
- (iii) Museum [2 marks]
- (iv) Copyright [2 marks]
- (v) Legal records [2 marks]

b) What does the term “Copyright Infringement” mean?

[10 marks]

c) Explain the ISO 15498-1 Records Management definition?

[10 marks]

Question TWO

In the statement of Ethical Practices, explain what “protecting accountability and the public interest” entails?

[20 marks]

Question THREE

Records managers should maintain high professional standards of conduct in their performance of their duties. Discuss how the code of ethics is provided as a guide to professional conduct. [20 marks]

Question FOUR

Explain the aims and objectives of legal records management. [20 marks]

Question FIVE

Records are fundamental to the efficient and effective operations and contribute to accountability in organizations and in government. Discuss this statement in reference to recent incidence in government.

[20 marks]