



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

SERIES: DECEMBER 2016

TIME: 2 HOURS

DATE: 5 Dec 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

Give the defining of the following:-

- | | |
|-------------------------------|-----------|
| a) (i) Donation | [5 marks] |
| (ii) Bequest. | [5 marks] |
| (iii) Purchase. | [5 marks] |
| b) Ethics | [5 marks] |
| c) National archives records. | [5 marks] |
| d) Legal records. | [5 marks] |

Question TWO

Write short notes on the following by-laws in records management:-

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| (a) Protecting accountability and the public interest. | [5 marks] |
| (b) Maintaining integrity. | [5 marks] |

(c) Supporting equitable and appropriate access to information. [5 marks]

(d) Protecting rights and privileged information. [5 marks]

Question THREE:

Records serve within a legal context with several functions. Give and explain three functions. [20 marks]

Question FOUR

Physical transfer of the material is one of the activities an archivist is involved in the acceptance of the donation agreement. Explain what is involved in the “physical transfer of the material”. [20 marks]

Question FIVE

Give and explain the aims and objectives of ethics and legal issues in records management and archives administration. [20 marks]

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