



# TECHNICAL UNIVERSITY OF MOMBASA

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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.**

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## **Question ONE**

Define the following-

- |                   |           |
|-------------------|-----------|
| a) An archive.    | [5 marks] |
| b) Museum.        | [5 marks] |
| c) Library.       | [5 marks] |
| d) Copyright.     | [5 marks] |
| e) Ethics.        | [5 marks] |
| f) Legal records. | [5 marks] |

## **Question TWO**

Explain how code of ethics protects the image of the profession as well as that of the individual members.

**[20 marks]**

**Question THREE:**

The ethics of record keeping is to enable organizations and individuals to be held accountable for their actions. Explain the moral context in which records management and archiving are changing rapidly. **[20 marks]**

**Question FOUR**

Explain the exclusive rights that are typically attached to the holder of a copyright. **[20 marks]**

**Question FIVE**

Copyright laws allow products of creative human activities. Give the justification of a copyright to the creators of intellectual works. **[20 marks]**