



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

Write short notes on the following:-

- (i)
 - (a) Legal records. [2 marks]
 - (b) National archives records. [2 marks]
 - (c) Ethics [2 marks]

- (ii) Explain aims and objectives of legal records management. [4 marks]

- (iii) Records serve within a legal context with several functions, name them. [10 marks]

- (iv) Write short notes on a museum. [10 marks]

Question TWO

Explain the professional principles that the records managers and information managers adhered to in their responsibilities to their employers or clients. [20 marks]

Question THREE

Discuss the Records and information managers' social principle responsibilities in excising their duties. [20 marks]

Question FOUR

What is professional ethics, why is it important for records managers to have a professional ethic? And what would be the central issues of such an ethics? [20 marks]

Question FIVE

What is a Copyright and justify what a copyright is to creators. [20 marks]