



TECHNICAL UNIVERSITY OF MOMBASA

School of Humanities and Social Sciences

Social Sciences

**UNIVERSITY EXAMINATION FOR:
BACHELOR OF INFORMATION SCIENCE
HIS 4417: MANAGEMENT OF LEGAL RECORDS
SERIES: JULY 2025
TIME: 2 HOURS
DATE: Pick Date Jul 2025**

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

- i. Outline the hierarchy of Kenyan courts in descending order (10 Marks)
- ii. Explain the differences between civil and criminal cases (10 Marks)
- iii. List and explain the minimum details that a civil case register or file should contain. (10 Marks)

Question TWO

- i. Outline the main records and documents created and received in court. (10 Marks)
- ii. Describe the types of records and documents created and maintained by the Kenyan Police Service (10 Marks)

Question THREE

- i. Outline the main types of records created by the office of the public prosecution (10 Marks)
- ii. Evaluate records documents that should be kept in a criminal case (10 Marks)

Question FOUR

- i. Discuss the Core functions of Director of Public Prosecutions (10 Marks)
- ii. Explain with examples five broad types of records contained in a trial file (10 Marks)

Question FIVE

- i. Identify the police records that should be retained permanently and explain why. (10 Marks)
- ii. Discuss best practices for designing and using information and communication systems in the management of legal records and documents. (10 Marks)