



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE
(DIS SEPT12/JAN 13) (ARM)

**BAR 2211 : LEGAL AND ETHICAL ISSUES IN RECORDS
MANAGEMENT
AND ARCHIVES ADMINISTRATION**

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: JULY, 2014

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

SECTION A: Answer ALL questions.

SECTION B: Answer ANY TWO questions.

-This paper consists of 2 printed pages

SECTION A: (COMPULSORY)

QUESTION 1

- (a) (i) Explain the historical background of “Ethics”? **(5 marks)**
- (ii) Ethics of Records Management encompasses 3 main issues in Records Management. Give and explain these **THREE** issues. **(10 marks)**
- (iii) Define the following methods of records/archives acquisition:-
- (I) Loan **(5 marks)**
- (II) Purchase. **(5 marks)**
- (iv) What is the Acquisition Ethics? **(5 marks)**

SECTION B : Answer any TWO questions from this section

QUESTION 2

Records Managers should maintain high professional standard of conduct in their duties. In the code Ethics, provide a guide to professional conducts by the Records Managers? **(20 marks)**

QUESTION 3

The level of public trust, as we serve the community and our employers, means we have taken on an obligation to operate ethically. Give the ethical practice entailed in achieving the above statement? **(20 marks)**

QUESTION 4

Records Management is a not-for-profit organization. Justify this statement by strengthening the member reputation upon the ethical conduct of everyone. **(20 marks)**

QUESTION 5

- (a) Explain what the “physical transfer of archival materials” is before any final decisions are made on whether all or part of the material will be accepted for permanent deposit? **(20 marks)**