



TECHNICAL UNIVERSITY OF MOMBASA

Faculty Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE (DIS 12S & 13J) (ARM)

BAR 2211: LEGAL & ETHICAL ISSUES IN RECORDS MANAGEMENT &
ARCHIVES ADMINISTRATION

END OF SEMESTER EXAMINATION

SERIES: APRIL 2014

TIME ALLOWED: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*

This paper consists of sections **A** and **B**

Answer question **ONE (Compulsory)** and any other **TWO** questions

Maximum marks for each part of a question are as shown

This paper consists of **TWO** printed pages

SECTION A (COMPULSORY)

Question One

Define the following terms:

- a) Legal records (5 marks)
- b) Ethics (5 marks)
- c) National Archives Records (5 marks)
- d) (i) A donation (5 marks)
- (ii) A Bequest (5 marks)
- (ii) A purchase (5 marks)

SECTION B (Attempt any TWO questions)

Question Two

Record serves within a legal context with several functions. Give and explain these functions. (20 marks)

Question Three

Physical transfer of the materials is one of the activities an Archivist is involved in acceptance of the donation agreement. Explain what is involved in the “physical transfer of the materials” (20 marks)

Question Four

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

- a) Maintaining Integrity (5 marks)
- b) Supporting equitable and appropriate access to information (5 marks)
- c) Protecting accountability and the public interest (5 marks)
- d) Protecting rights and privileged information (5 marks)

Question Five

Give and explain the aims and objectives of Ethics and legal issues in Records Management and Archives Administration. (20 marks)