GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS
JANUARY – APRIL 2023 SEMESTER

DIPLOMA IN RECORDS MANAGEMENT

COURSE CODE: DIRM 021
COURSE TITLE: RECORDS CONTROL AND SECURITY

DATE: TIME:

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY.**
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: All exam rooms are under CCTV surveillance during the examination period.

SECTION A: COMPULSORY
QUESTION ONE
a) Explain how managing of records helps in provision of information security **[10 Marks]**

b) Define the following terms as used in information security and control
  i.   Security model
  ii. Vulnerability
  iii. Threat agent
  iv. Asset
  v.   risk   **[10 Marks]**

c) Explain Five functions of information security in an organization   **[10 Marks]**

d) Explain the three steps involved in risk management within a records center   **[10 Marks]**

SECTION B: ANSWER ANY THREE QUESTIONS
QUESTION TWO
a) Explain the components of risk management.   **[10 Marks]**

b) Discuss why organizations need to adhere to different tasks in records life cycle when managing their records   **[10 Marks]**

QUESTION THREE
a) What are the main constraints that may limit the standards for electronic record formats.   **[10 Marks]**

b) Records continue to be neglected in most organizations for different. Briefly explain the reasons for this.   **[10 Marks]**

QUESTION FOUR
a) Explain the different characteristics of a secure information within a records center   **[10 Marks]**

b) Organizational security policy is needed to provide management direction and support in records. In regards to this, explain the objectives of ISO in records control and security   **[10 Marks]**

QUESTION FIVE
a) With Examples, explain six components of an information system   **[10 Marks]**

b) As an information personnel, explain different threats to information security that you may encounter in your day to day activities   **[10 Marks]**

QUESTION SIX
a) Identify the progressive stages in which records pass before being disposed off or archived   **[10 Marks]**

b) Explain different ways that you can be able to identify risk in a records center   **[10 Marks]**