



GRE TSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS MAY - AUGUST 2023 SEMESTER

DIPLOMA IN RECORDS MANAGEMENT

COURSE CODE: DIRM 026

**COURSE TITLE: LAWS AND REGULATIONS RELATED TO
RECORDS MANAGEMENT**

DATE:31 JULY 2021

TIME: 11:30 – AM – 2:30 PM

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) Discuss four types of legal requirements for records retention **[10 Marks]**
- b) Briefly highlight how an average person benefits from intellectual property rights **[10 Marks]**
- c) Discuss how Kenya Information and Communication Act impacts your organization **[10 Marks]**
- d) Discuss types of records admissible in a court of law under the Evidence Act **[10 Marks]**

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

- a) Discuss the benefits of observing ISO 15489: Information and Documentation - Records Management for an organization **[10 Marks]**
- b) With examples, explain the importance of records retention policy in a records center **[10 Marks]**

QUESTION THREE

Discuss the purpose of Public Archives and Documentation Service Act **[20 Marks]**

QUESTION FOUR

- a) Corruption in Kenya has become a matter of great concern, both domestically and globally. Discuss the role of laws in fight against corruption **[10 Marks]**
- b) Highlight forms of corruption that exist in the Records Management profession **[10 Marks]**

QUESTION FIVE

- a) What is the role of records as envisioned in Anti-Corruption And Economic Crimes Act **[10 Marks]**
- b) Discuss **five** ways in which organizations can protect the privacy of their records **[10 Marks]**

QUESTION SIX

Explain the purpose of data protection act in relation to management of records **[20 Marks]**