**GARISSA UNIVERSITY**

**SCHOOL OF INFORMATION SCIENCES**

**DEPARTMENT OF INFORMATION SCIENCES**

**BACHELOR OF INFORMATION SCIENCES**

**AUGUST 2021 EXAM**

**INS 216 RECORDS CENTRE MANAGEMENT (THEORY 3 UNITS)**

**SECTION A COMPULSORY**

**Question one (30marks)**

1. (a) Describe the main characteristics of an ideal records centre and explain the importance of each characteristic in records management **(9 marks)**
2. (b) Records survey is one of the most important functions of a properly established records centre. Please outline the usefulness of the survey to records management work **(21 Marks)**

**SECTION B: CHOOSE ANY THREE**

**Question Two (20Marks)**

1. Illustrate the layout of a standard records centre Accessions Register and explain the importance of each entry

**Question Three (20Marks)**

1. Discuss Records Storage Requirements for the following variables for the different categories of records

**Question Four (20Marks)**

1. Your organisation has tasked you with the responsibility of heading a committee to discuss policy issues regarding the establishment of a new records centre. Please discuss te considerations will you make in completing your assignment)

**Question Five (20Marks)**

1. Discuss the various types and categories of costs that are associated with records centres and they should be considered during budgeting

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**EXAM**

**AUGUST 2021**

**INS 401 LEGAL AND ETHICAL ASPECTS OF INFORMATION EXAM DEC 2019**

**ANSWER ANY FOUR QUESTIONS**

**Question one (15 marks)**

1. (a) Define the concept of the first sale doctrine and explain how useful it is to information management (12 Marks)
2. (b) Discuss factors that may justify the application of censorship to information applications

**Question Two (20 Marks)**

1. Briefly discuss the evolution of the copyright law and how it has revolutionised the information industry

**Question Three (20 Marks)**

1. Discuss the concept of fair use as far as the copyright law is concerned and state the factors that are considered in determining it.

**Question Four (20 Marks)**

1. Outline the Records Disposal Act, of the laws of Kenya and describe the relevance of its sections to records management

**Question Five (20 Marks)**

1. Discuss the principles of good information handling as outlined in the Data Protection Act: