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)