

CHUKA



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**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
INFORMATION SCIENCE**

BRMT 414: RECORD CONTROL AND SECURITY

STREAMS: BSC (IS) (Y4S2)

TIME: 2 HOURS

DAY/DATE: THURSDAY 23/09/2021

8.30 A.M – 10.30 A.M.

INSTRUCTIONS:

- **Do not write anything on this question paper.**
- **Attempt question ONE and any other TWO questions.**

QUESTION ONE (30 MARKS)

- (a) Explain using examples what a typical records retention and disposal schedule constitute. (10 marks)
- (b) “When managing records properly, you are keeping them secure.” Justify this statement in relation to records security. (10 marks)
- (c) Using appropriate examples, illustrate the significance of onsite and off-site storage of records in an organization. (10 marks)

QUESTION TWO (20 MARKS)

- (a) Examine FIVE computer related crimes that compromise data privacy and information security in an organization. (10 marks)
- (b) Discuss using illustration how non active records can be kept secure and safe in an organization. (10 marks)

QUESTION THREE (20 MARKS)

- (a) As an information expert, develop a comprehensive protection program for the security of vital records in an organization. (10 marks)
- (b) Discuss in details the features of a typical record management disaster recovery plan. (10 marks)

QUESTION FOUR (20 MARKS)

- (a) Citing appropriate examples, show the relationship between record management policy and record security. (10 marks)
- (b) Using relevant examples, examine the institutional security challenges that are likely to occur in the access and use of different forms of office records in a public sector. (10 marks)

QUESTION FIVE (20 MARKS)

- (a) Examine the security measures to be observed when managing born digital and made digital record/archives. (10 marks)
 - (b) Using relevant illustrations, discuss FIVE records security systems that can be employed in any organization. (10 marks)
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