

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

FOURTH YEAR EXAMINATION FOR THE AWARD OF DEGREE
OF BACHELOR OF SCIENCE INFORMATION SCIENCE

BRMT 414: RECORDS CONTROL AND SECURITY

STREAMS: BSC (IS)

TIME: 2 HOURS

DAY/DATE: MONDAY 06/04/2020

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS:

- Attempt question ONE and any TWO questions
- Do not write anything on this question paper
- Start every question on a new page

QUESTION ONE (30 MARKS)

- (i) Define the following terms as used in records control and security [8 marks]
- (a) Data security
 - (b) Vital records
 - (c) Electronic records
 - (d) Offsite storage
- (ii) Explain the SIX key areas used in order to ensure records are safe and secure [12 marks]
- (iii) Discuss FIVE reasons why businesses need off-site storage for their records [10 marks]

QUESTION TWO (20 MARKS)

- (i) Discuss FIVE factors that should be considered when carrying out damage assessment and salvage of records. [10 marks]
- (ii) Discuss in detail the features of a typical record management disaster recovery plan. [10 marks]

QUESTION THREE (20 MARKS)

Discuss the relationship between record management process and record management security

QUESTION FOUR (20 MARKS)

- (i) Discuss FIVE basic measures that are used when safeguarding electronic records
[10 marks]
- (ii) State and explain five types of risks associated with damage and loss of records in an organization
[10 marks]

QUESTION FIVE (20 MARKS)

- (i) Discuss SEVEN computer related crimes that compromise data privacy and security of information
[14 marks]
 - (ii) Clearly elaborate on the THREE principles of data security using appropriate illustrations
[6 marks]
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