



MAASAI MARA UNIVERSITY

**REGULAR UNIVESIRSTY EXAMINATIONS
FOR 2018/2019 ACADEMIC YEAR
SCHOOL OF SCIENCE AND INFORMATION SCIENCES**

**FOUR YEAR SECOND SEMESTER EXAMINATIONS
FOR
BACHELOR OF SCIENCE IN INFORMATION
SCIENCES**

COURSE CODE: INS 453

COURSE TITLE: MANAGING BUSINESS RECORDS

DATE: 15TH APRIL, 2019

TIME: 1430 - 1630 HRS

INSTRUCTIONS

Answer Question **ONE** and any other **TWO**

This paper consists of 2 printed pages. Please turn over.

QUESTION ONE (COMPULSORY 30 MARKS)

a) Define and briefly explain the following concepts:

- i. Business record **(2 marks)**
- ii. Multi- national **(2 marks)**
- iii. Financial records **(2 marks)**
- iv. Policy records **(2 marks)**
- v. Tertiary sources **(2 marks)**

b) Explain **FOUR (4)** types of legal records which should be kept in a Legal Department. **(10 marks)**

c) Discuss the advantages of multi-national companies to the host country, like Kenya. **(10 marks)**

QUESTION TWO

a) What are the major sources of business information in a business Organization? **(10 marks)**

b) Discuss types of business records which are found in organization. **(10 marks)**

QUESTION THREE

a) Explain the life cycle of business records **(12marks)**

b) Discuss the Information Security **(8 marks)**

QUESTION FOUR

a) Imagine you are a consultant in of Maasai Mara University. A researcher has approached your organization for advice on users of business records. Explain **FOUR (4)** user of business record you would recommend. **(10 marks)**

b) Explain the role of professionals in relation to record keeping in a well-established organization. **(10 marks)**

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