



MAASAI MARA UNIVERSITY

**UNIVERSITY EXAMINATIONS FOR 2018/2019
(REGULAR)**

SCHOOL OF SCIENCE AND INFORMATION SCIENCES

**UNIVERSITY EXAMINATIONS FOR THE DEGREE OF
BACHELOR OF SCIENCE (COMPUTER SCIENCE)
THIRD YEAR FIRST SEMESTER UNIVERSITY
EXAMINATION**

**COURSE CODE: INS 3119
COURSE TITLE: INFORMATION SECURITY IN
RECORDS AND ARCHIVES MANAGEMENT**

DATE: 14TH DECEMBER 2018

TIME: 8.30 -10.30AM

INSTRUCTIONS

ANSWER QUESTION ONE IN SECTION "A" AND ANY OTHER TWO QUESTIONS FROM SECTION "B" ILLUSTRATE YOUR ANSWERS WHERE NECESSARY.

SECTION “A” COMPULSARY QUESTIONS

QUESTIONS: 1

a.) Explain the following concepts as applied in information security management:

- i. Archival Record (2 marks)
- ii. Records management (2marks)
- iii. Information System (2 marks)
- iv. Electronic record (2 marks)
- v. Risk mitigation (2 marks) (10 Marks)

b.) Explain the following information security concepts as related to records and archival management terms?

- i. The moral and ethical principles of Information security (4 marks)
- ii. The common security threats in computer management systems operations (4 marks)
- iii. The Elements of Information Security (4 marks)
- iv. The difference between vulnerability, mitigating and threat agent (4 marks)
- v. The characteristics of electronic records (4 marks)

(Total 30 Marks)

SECTION “B” ANSWER ANY TWO (2) QUESTIONS FROM THIS SECTION

QUESTION: 2

- a) Why is information classification important in records and archival management centers (5 marks)
- b) Briefly explain the role of Information security in an organization. (5 marks)
- c) What is the role of IT in sustaining Information Management Security Systems operation of the modern organizations (5marks)
- d) What are the main challenges encountered in managing information security systems in electronic and non-electronic records. (5marks)

QUESTION: 3

a.) Archival records are created in a wide variety of formats, state 5 varieties of created records and explain the types of threats, as well as the kind of security measures that can be taken in case of any internal and external attack? (10 marks)

b.) The security of records is essential to ensuring their reliability, integrity and evidential value.

What factors must agencies ensure so that official records are protected from unauthorized or unlawful access from an archival and records repository? (10 marks)

QUESTION: 4

Continual changes to the original creation of software and hardware, and the rapid obsolescence of digital technologies, have critical consequences for organizations. Critically explain the kind of threats and mitigation measures of information security risks that will affect the management of electronic records in organizations. (20 marks)

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