



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATION
2017/2018 ACADEMIC YEAR
THIRD YEAR SECOND SEMESTER**

**SCHOOL OF SCIENCE AND INFORMATION SCIENCES
BACHELOR OF SCIENCE IN INFORMATION
SCIENCES**

COURSE CODE: INS 351

COURSE TITLE: INFORMATION SECURITY IN RECORDS MANAGEMENT

DATE: 26TH APRIL 2018

TIME: 11:00AM-1:00PM.

INSTRUCTIONS

Answer question one in section "A" and any other two from section "B" Illustrate your answers where necessary.

QUESTIONS: "1" SECTION "A,1" COMPULSORY QUESTIONS

SECTION (A): Briefly explain the following record concepts.

- a) Risk management **(4 marks)**
- b) Explain the difference between a threat agent and a threat. **(4 marks)**
- c) Explain the difference between vulnerability and exposure. **(4 marks)**
- d) Explain records management. **(4 marks)**
- e) Explain classification **(4 marks)**

QUESTIONS :1, SECTION “A. 2”

Define and explain each of the following terms as related to record

Category:

(2 marks each)

- a) What is security?
- b) Record Authenticity?
- c) Record Inventory?
- d) Vulnerability?
- e) Information Security Policy?

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

2 a) Information security has been described as both an art and a science, and also comprises many aspects of social science. Briefly explain why records are secured? ***(10 marks)***

2 b) Describe at least three different ways that records could be organized, giving an example from your own experience and explaining why that particular arrangement is suitable for record keeping.

(10 marks)

3.) The main risks to records and archives are fire, flood or other physical damage, as well as theft or vandalism. Highlight any security programme that should be developed in conjunction with an emergency plan, designed to protect essential materials in the archival institution or records office from loss? ***(20 marks)***

4.) Risk management is a critical component of any information and record security program, critical explain how computers as a social Information Technology (IT) science can influence security in record management practice? ***(20 marks)***

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