



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2017/2018 ACADEMIC YEAR
FOURTH YEAR SECOND SEMESTER EXAMINATIONS**

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

**COURSE CODE: INS 453
COURSE TITLE: MANAGING BUSINESS RECORDS**

DATE: 25TH APRIL, 2018

TIME: 0830 - 1030HRS

INSTRUCTIONS TO CANDIDATES

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

QUESTION ONE (COMPULSORY 30 MARKS)

- a) Explain the following concept:
- i. Business (2 marks)
 - ii. Multi-national (2 marks)
 - iii. Corporate bodies (2 marks)
 - iv. Business information (2 marks)
 - v. Public organization (2 marks)
- b) Discuss the uses of records in business management. (10 marks)
- c) Discuss security of business records as applied in organizations. (10 marks)

QUESTION TWO

- a) Giving appropriate examples, state **THREE** types of business organizations. (10 marks)
- b) Discuss the life cycle of business records. (10 marks)

QUESTION THREE

- a) You have been appointed as a Record Manager in Maasai Mara University. Discuss **TEN** types of business records you could preserve to enhance University transactions (15 marks)
- b) Discuss the advantages of corporation (8 marks)

QUESTION FOUR

- a) Discuss the role of record keeping professionals. (10 marks)
- b) "Your friend had been appointed as an Archivist at Maasai Mara University and he would like to investigate sources of business information within the University". Discuss sources of business information he is likely to find. (10 marks)

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