



# **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: 15<sup>TH</sup> APRIL, 2019  
1630 HRS**

**TIME: 1430 -**

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## **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  
**marks**

**(8**

#### **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)**

**//END**