



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2023/2024

FOURTH YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF  
BACHELOR OF INFORMATION SCIENCE

### CIS 3456: MANAGEMENT OF LEGAL RECORDS

DATE: APRIL 2024

TIME: 2 HOURS

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INSTRUCTIONS: Answer *Question one* and any other *two*

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#### QUESTION ONE (30 MARKS)

- a) Define the following terms as applied in legal records management (6 Marks)
- i. Records
  - ii. Record management
  - iii. Recordkeeping system
- b) Describe three elements a records must poses in order to serve as evidence? (6 Marks)
- c) Discuss the main practical challenges associated with the management of legal records (4Marks)
- d) Courts will have civil or criminal case files. Enumerate Five different categories of this files (5 Marks).
- e) Describe Five characteristics a recordkeeping system should possess in order to serve its purpose (5Marks)
- f) Identify details that a court register should contains in recording grants of probate or of letters of administration (4Marks)

## QUESTION TWO (20 MARKS)

- a) Justify why long term preservation of records is an issue in legal records management (5 Marks)
- b) Identify Five main functions of the Judiciary as set out by the Constitution of Kenya (5 Marks)
- c) Discuss how legal records support the overall functions of the government  
Accountability (5 Marks)
- d) Describe Key principles that must be recognized when caring for legal records. (5 Marks)

## QUESTION THREE (20 MARKS)

- a) Using appropriate illustrations, explain the synergy between legal records management and protection of people's rights and obligation (6Marks)
- b) Discuss the physical infrastructure and resources that are required to manage records effectively? (4 Marks)
- c) Explain the main activities of the police? (4 Marks)
- d) Discuss the three major groupings of police records (6 Marks).

## QUESTION FOUR (20 MARKS)

- a) Describe the typical route of a case file through the DPPs department (5 Marks)
- b) Identify the fundamental principles that the ODPP is guided by in discharging its mandate (4 Marks).
- c) Identify five main categories of records held in a case file? (5 Marks)
- d) Justify the following statement, 'computerisation of a record-keeping process should not be attempted until the manual systems are as efficient as possible (6 Marks).

## QUESTION FIVE (20 MARKS)

- a) Explain the features of legislation that may be important for supporting a records management policy for legal records? (6 Marks).
- b) Explain the factors that should be taken into account in deciding whether case files should be held centrally or locally? (6 Marks)
- c) Analyse the benefits of Technology in a court of law (5 Marks)
- d) What benefits could word processors bring to a court of law? (3 Marks)