

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II FIRST SEMESTER JANUARY 2009 EXAMINATIONS

IRA 2107 LEGAL AND PROFESSIONAL ISSUES IN RECORDS AND ARCHIVES MANAGEMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
2. EACH QUESTION CARRIES **25 MARKS**

1. Outline each of the important stages of coming up with a Records and Archives Management Bill showing why each of these stages cannot be left out. [25 marks]
2. One of the needs for legislation in Records and Archives Management is to standardize products and services. Discuss. [25 marks]
3. Analyse the key provisions set out by the Access to Information and Protection of Privacy Act (AIPPA), 2002 with relation to Records and Archives Management highlighting the consequences of non-compliance with the Act by Records Managers and Archivists. [25 marks]
4. Outline purpose, nature and key provisions of Records and Archives code of ethics and professional conduct. [25 marks]
5. Evaluate the National Archives of Zimbabwe Act in relation to the International Records and Archives Management Standards. [25 marks]
6. Discuss only five contemporary legal and professional issues in Records and Archives Management. [25 marks]