



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC 2021 SERIES

PROGRAMME

NCLP212, CRM2102

PAPER NAME

LEGAL AND POLICY ASPECTS OF RECORDS

PAPER CODE

NCLP212/CRM2102

YEAR II, SEMESTER I

2½ HOURS

MONDAY, 24TH JANUARY, 2022

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** is compulsory and carries **20** marks.
3. Section **B** consists of **six** questions. Answer only **four** questions from this section.
4. All questions carry equal marks.
5. All answers to each question should begin on a fresh page.
6. **Do not** write on this question paper.
7. All answers and rough work should be done in the official answer booklet provided.
8. Read other instructions on the answer booklet.

SECTION A - (20 MARKS)

Answer all questions in this section

Question One

- (a) Define **librarian creed**. (02 marks)
- (b) Give **two** policy issues in information management. (02 marks)
- (c) Name **two** importance of the National Libraries Act, 2003. (02 marks)
- (d) State **two** purposes of Bills and Statutes in Records Management. (02 marks)
- (e) Outline **three** importance of legislation in records management. (03 marks)
- (f) Identify **three** importance of a professional register. (03 marks)
- (g) Outline **three** essential elements of a valid contract. (03 marks)
- (h) State **three** pillars of ethics. (03 marks)

SECTION B-(80 MARKS)

Answer only four questions from this section

Question Two

Walino Primary School is in the process of constructing a School Library and an advert was run looking for the best contractor who could do the work. Many construction companies submitted their bids and NAM Investment Ltd came as the best bidder. A contract has now been signed between the School Administration and NAM Investments limited to construct a school library.

- (a) Explain **five** reasons why the document mentioned in the scenario was signed between the School Administration and NAM Investments Ltd. (10 marks)
- (b) Examine **five** essential elements of the document signed between the School Administration and NAM Investments limited. (10 marks)

Question Three

Ken has been invited by Government during a Censorship program at the National Archives centre. The program is aimed at equipping Records Assistants with new knowledge in the profession. As a student of legal and policy aspects of records;

- (a) Explain **five** forms of the programs. (10 marks)
- (b) Examine **five** reasons for carrying out such a program. (10 marks)

Question Four

Cole attended a conference about intellectual property held at Gucci Lounge. After the conference, he decided to write a report about the attended conference.

- (a) Identify **five** intellectual property rights which will make up his report. (10 marks)
- (b) Discuss **five** significance of the topic of discussion in the conference attended. (10 marks)

Question Five

Mini, a qualified Librarian has been hired to be in charge of TIK Library and is expected to maintain librarian's creed in performing her duties.

- (a) Explain **three** of the above creed she is expected to maintain. (06 marks)
- (b) Discuss **seven** importance of the creed mentioned in the scenario. (14 marks)

Question Six

You created an Association of Library Students and one of the requirements for members to register in the professional register when they complete the course.

- (a) Discuss **five** challenges the creators of the above register are facing. (10 marks)
- (b) Propose **five** solutions to the challenges in 6(a). (10 marks)

Question Seven

Han and Jong are partners in TLT Company Ltd. They are suing FJK Engineering Services for damages caused when renovating their company premises.

- (a) Explain **four** types of damages FJK Company caused to TLT company Ltd. (08 marks)
- (b) Discuss **six** rules regarding to the award of damages in 7(a). (12 marks)

END