



# TECHNICAL UNIVERSITY OF MOMBASA

---

## SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

### SOCIAL SCIENCES

### UNIVERSITY EXAMINATION FOR:

### DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

Type unit code: BAR 2209

### END OF SEMESTER EXAMINATION

**SERIES:** APRIL Pickyear

**TIME:** 2 HOURS

**DATE:** Pick Date May 2016

#### **Instructions to Candidates**

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of Choose No questions. Attempt Choose instruction.

**Do not write on the question paper.**

---

#### **Question ONE**

- (a) Explain the following terms:
  - i. Archives (2 marks)
  - ii. Records Centre (2 marks)
- (b) Outline (5) five functions of a records centre (5 marks)
- (c) Highlight (3) three qualities a records centre must possess to ensure security (6 marks)
- (d) Explain (5) five requirements for setting up a records centre (10 marks)
- (e) Enumerate (5) reasons that may lead into the choice of a commercial records centre by any organization (5 marks)

## **Question TWO**

- (a) Explain (5) five functions performed by communication systems in a records centre (10 marks)
- (b) Describe (5) policy issues related to Management of Record centers that need to be addressed in the planning of a Records Centre (10 marks)

## **Question THREE**

Transportation is a vital element in the Records Centre service. Discuss. (20 marks)

## **Question FOUR**

Describe the use of records survey results in the planning of a Records Centre for any organization (20 marks)

## **Question FIVE**

- (a) Explain (5) five conditions that should be in place for people to consult records in a Records Centre (10 marks)
- (b) Describe any five duties of Records Centre staff (10 marks)

