



TECHNICAL UNIVERSITY OF MOMBASA

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UNIVERSITY EXAMINATION FOR:

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END OF SEMESTER EXAMINATION

SERIES: Select series Pick year

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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) Enumerate (5) five objectives of creating a Records Centre by any organization (5 marks)
- (b) Highlight any (4) four types of Record Centers (8 marks)
- (c) Outline any (5) five factors to be considered in the choice of an appropriate site and location of a Records Centre (10 marks)
- (d) Outline (7) seven functions of a Records Centre (7 marks)

Question TWO.

- (a) Explain any (5) five qualities a Records Centre must possess to ensure efficiency (10 marks)

- (b) Explain the differences between custodial security and environmental security in
a Records Centre (10 marks)

Question THREE.

- (a) Describe any (5) five types of records that demand special treatment in a Records Centre
(10 marks)
- (b) Explain (5) five chargeable services in a Records Centre (10 marks)

Question FOUR

Explain the steps involved in the development of a Records Centre (20 marks)

Question FIVE.

- (a) Describe (5) five procedures to be followed in a Records Centre (10 marks)
- (b) Explain (5) five actions that require transportation in a Records Centre (10 marks)