



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

BAR 2208: SELECTION AND ACQUISITION OF ARCHIVAL RECORDS

END OF SEMESTER EXAMINATION

SERIES: APRIL 2016

TIME: 2 HOURS

DATE: 9 May 2016

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE

a) Define the following:

(i) Accessioning

(ii) Finding aids

(iii) Thesaurus

(iv) Archives

(v) Trace slips.

[10 marks]

b) Write short notes on the following:

(i) Physical control of records. [5 marks]

(ii) Intellectual control of records. [5 marks]

- c) Explain the finding aids proposal by creating agency and by aim archaist in an Archival Institution. [10 marks]

Question TWO

Discuss what description of archives and arrangement of archives mean in records keeping. [20 marks]

- (i) What is accession register? [5 marks]
- (ii) Explain the features of an accession register. [15 marks]

Question THREE

- (i) What is accession register? [5 marks]
- (ii) Explain the features of an accession register. [15 marks]

Question FOUR

Library deals with single discrete items while archaist deals with collections, explain [20 marks]

Question FIVE

- (i) What is access to archives? [5 marks]
- (ii) Explain how to go about it in designing an access policy. [15marks]