



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

BAR 2210: ARRANGEMENT AND DESCRIPTION OF ARCHIVES

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

Define the following:

- (i) Access conditions [2 marks]
- (ii) Classification [2 marks]
- (iii) Archives [2 marks]
- (iv) Accessioning [2 marks]
- (v) Repository [2 marks]

a) Explain what principles of provenance are and its evolvement. [10 marks]

b) What does the principle of sanctity mean? [10 marks]

Question TWO

Labeling, position / pasting of labels and boxing are activities involve in the management of records. Explain this in references to activities shown above. [20 marks]

Question THREE

Finishing aids are sometimes referred to also as “Quick Reference Tool” justify this statement. [20 marks]

Question FOUR

Finishing aids are sometimes referred to also as “Quick Reference Tool” justify this statement. [20 marks]

Question FIVE

Name and explain the various registry filing classification systems preferably used in organizations.

[20 marks]