



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

BLR 2204: ARCHIVAL STUDIES

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) What are the roles of archives in national development? [10 marks]
- (b) Define the following:-
- (i) Survey [2 marks]
 - (ii) Registry [2 marks]
 - (iii) Filing [2 marks]
 - (iv) Retention schedule [2 marks]
 - (v) Record centres. [2 marks]
- (c) Explain the factors to consider in acquiring storage equipment. [10 marks]

Question TWO

- (a) What are archives? [5 marks]
- (b) Explain the types of archives. [15 marks]

Question THREE

- (a) What are the preparations to be done before survey? [5 marks]
- (b) Explain the problems and possible solutions one is to encounter during the survey of records.

[15 marks]

Question FOUR

Explain the various values of records and explain in each case how a record is reached at to be of a value.

[20 marks]

Question FIVE

- (a) What is records retention scheduling? [10 marks]
- (b) What is a records disposition? [10 marks]