



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) (i) Calendar [2 marks]
- (ii) Catalogue [2 marks]
- (iii) Descriptive inventories [2 marks]
- (iv) Access policy [2 marks]
- (v) Retrieval [2 marks]
- b) Explain the role of physical control of archives and intellectual control of archives is in description of archives. [10 marks]
- c) Explain the role of a register in an office. [10 marks]

Question TWO

Finding aids are the sign posts (an indicator) which lead the archivist and the researcher to the information they are seeking from archives / record. Explain this as a reference media in the process of locating and producing stored / preserved information. [20 marks]

Question THREE

Catalogue and accession register are among the various components of acquisition and selection. State by outlining the deals / situation of the two in managing information items [20 marks]

Question FOUR

Design an access policy in archives. [20 marks]

Question FIVE

Protection of individual privacy is a factor considered in signing an access policy; explain in reference to personal infringement of one's right? [20 marks]