



# TECHNICAL UNIVERSITY OF MOMBASA

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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.**

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## **Question ONE**

- (i) Define the following:
  - (a) Documents [2 marks]
  - (b) Provenance [2 marks]
  - (c) Arrangement [2 marks]
  - (d) Description [2 marks]
  - (e) Records. [2 marks]
- (ii) Write short notes on the following:
  - (a) Principles of provenance. [5 marks]
  - (b) Principles of original order. [5 marks]

- (iii) There exist other alternative principles. Explain the 3 filing classification system in operation on offices. [10 marks]

### **Question TWO**

- (i) What are public records / archives? [10 marks]
- (ii) Explain why they are to be boxed and labeled in a repository. [10 marks]

### **Question THREE**

Finishing aids serve as an indicator. Explain them how numbering systems, descriptive lists, location guides and shelf list assist in this scenario. [20 marks]

### **Question FOUR**

In the registry filing classification systems, show the structure of how numerical system is used in the classification. [20 marks]

### **Question FIVE**

Catalogue is a finding aid in the library. Explain how it facilitates in tracing records in a library [20 marks]