



# 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**

**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.**

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## **Question ONE**

- (i) Define the following:
  - (a) Records management [2 marks]
  - (b) Manuscript [2 marks]
  - (c) Archives [2 marks]
  - (d) Document [2 marks]
  - (e) Record [2 marks]
  
- (ii) Explain aims and objectives of records management. [10 marks]
  
- (iii) All archives are records but all records are not archives, explain. [10 marks]

### **Question TWO**

- (i) Give a brief historical origins and growth of archives keeping in Europe. [5 marks]
- (ii) Explain the factors that lead to records management. [15 marks]

### **Question THREE**

- (i) Briefly discuss reasons as to why administrative history of related to archives and records management is ideal in the course. [10 marks]
- (ii) Explain the historical background of development of registry. [10 marks]

### **Question FOUR**

- (i) Briefly discuss reasons as to why administrative history of related to archives and records management is ideal in the course. [10 marks]
- (ii) Explain the historical background of development of registry. [10 marks]

### **Question FIVE**

- (a) What is a survey? [5 marks]
- (b) What are the factors to consider when conducting a survey? [15 marks]