



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

- (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]