



# 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 2208: SELECTION AND ACQUISITION OF ARCHIVAL RECORDS

**SERIES: DECEMBER 2016**

**TIME: 2 HOURS**

**DATE: 5 Dec 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

Define the following:-

- a) Finding aid. [5 marks]
- b) Accessioning [5 marks]
- c) Indexes [5 marks]
- d) Explain what the following briefly mean?
  - (i) Physical control of archives. [5 marks]
  - (ii) Intellectual control of archives [5 marks]
  - (iii) Access to archives. [5 marks]

## Question TWO

Explain the aims and objectives of finding aids. [20 marks]

**Question THREE:**

An inventory of records series within an archival collection various common elements, name them and explain the challenges of finding aids. **[20 marks]**

**Question FOUR**

Preparation of finding aid come in various formats; give and explain the formats of a finding aid. **[20 marks]**

**Question FIVE**

Explain the factors to consider in designing an access policy in reference to finding aids. **[20 marks]**

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