



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

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.

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]