



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 RECORDS/ARCHIVES

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

Give the definition of the following:-

(a) (i) Trace slips

(ii) Archives

(iii) Accessioning

(i) Finding aids

(ii) Thesaurus

[10 marks]

(b) Explain the finding aids prepared by the creating agency and by an archivist in an archival institution.

[10 marks]

(c) (i) What is access to archives?

[5 marks]

(ii) Write brief notes on an accession register.

[5 marks]

Question TWO

Library deals with single discrete items while archivist deals with collections, explain. [20 marks]

Question THREE:

Explain the formats of an accession register. [20 marks]

Question FOUR

Explain the factors to look into when designing an access policy. [20 marks]

Question FIVE

A good organization depends on her record keeping. Explain the challenges of finding aids. [20 marks]