



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

BAR 2210: ARRANGEMENT AND DESCRIPTION OF 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

- i. Describe the **SIX** main types of arrangement. **(12 Marks)**
- ii. Define the following terms/phrases as used in records management **(10 Marks)**
 - a. Appraisal
 - b. Conservation
 - c. Subseries
 - d. Finding aid
 - e. Sorting
- iii. Describe the **TWO** basic principles of processing of archives **(8 Marks)**

Question TWO

- i. Careful attention should be given to the physical condition of the documents while processing, re-housing and labeling. List and explain **EIGHT** examples of such careful considerations **(16 Marks)**
- ii. Explain the principle of provenance **(4 Marks)**

Question THREE:

- i. The standard finding aid includes the following parts; list and explain **TEN** of these parts (**10 Marks**)
- ii. Describe **FIVE** finding aids prepared by the archivist in an archival institution (**10 Marks**)

Question FOUR

- i. State the purposes of a file/item list (**6 Marks**)
- ii. Explain basic mandatory rules that apply to all file/item lists (**14 Marks**)

Question FIVE

- i. Explain the principle of original order (**5 Marks**)
- ii. Using examples, describe how to assign archival reference codes to allow control over and easy identification and retrieval of materials it holds. (**15 Marks**)

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