



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. Define the following terms/phrases as used in records management (**10 Marks**)
 - a. Arrangement
 - b. Provenance
 - c. Series
 - d. Indexes
 - e. Original order
- ii. List and explain **FOUR** levels of control in arrangement and description (**8 Marks**)
- iii. Describe the principle of arrangement, principle of sanctity of the original order (**12 Marks**)

Question TWO

- i. Define **FOUR** finding aids prepared by the creating agency (**4 Marks**)
- ii. Using examples, describe how to assign archival reference codes to allow control over and easy identification and retrieval of materials it holds. (**16 Marks**)

Question THREE:

- i. What is a register of series **(3 Marks)**
- ii. Explain how to complete the register of series **(12 Marks)**
- iii. Explain the principle of provenance **(5 Marks)**

Question FOUR

- i. Describe the **SIX** main types of arrangement. **(12 Marks)**
- ii. Describe the **TWO** basic principles of processing of archives **(8 Marks)**

Question FIVE

- 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)**