



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

Type unit code: BAR 2209

END OF SEMESTER EXAMINATION

SERIES: APRIL Pickyear

TIME: 2 HOURS

DATE: Pick Date May 2016

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of Choose No questions. Attempt Choose instruction.

Do not write on the question paper.

Question ONE

- (a) Explain the following terms:
- i. Archives (2 marks)
 - ii. Records Centre (2 marks)
- (b) Outline (5) five functions of a records centre (5 marks)
- (c) Highlight (3) three qualities a records centre must possess to ensure security (6 marks)
- (d) Explain (5) five requirements for setting up a records centre (10 marks)
- (e) Enumerate (5) reasons that may lead into the choice of a commercial records centre by any organization (5 marks)

Question TWO

- (a) Explain (5) five functions performed by communication systems in a records centre (10 marks)
- (b) Describe (5) policy issues related to Management of Record centers that need to be addressed in the planning of a Records Centre (10 marks)

Question THREE

Transportation is a vital element in the Records Centre service. Discuss. (20 marks)

Question FOUR

Describe the use of records survey results in the planning of a Records Centre for any organization (20 marks)

Question FIVE

- (a) Explain (5) five conditions that should be in place for people to consult records in a Records Centre (10 marks)
- (b) Describe any five duties of Records Centre staff (10 marks)

