



# TECHNICAL UNIVERSITY OF MOMBASA

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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**

**END OF SEMESTER EXAMINATION**

**SERIES: APRIL 2016**

**TIME: 2 HOURS**

**DATE: 9 May 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.**

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## **Question ONE**

- a) (i) Calendar [2 marks]
- (ii) Catalogue [2 marks]
- (iii) Descriptive inventories [2 marks]
- (iv) Access policy [2 marks]
- (v) Retrieval [2 marks]
- b) Explain the role of physical control of archives and intellectual control of archives is in description of archives. [10 marks]
- c) Explain the role of a register in an office. [10 marks]

## **Question TWO**

Finding aids are the sign posts (an indicator) which lead the archivist and the researcher to the information they are seeking from archives / record. Explain this as a reference media in the process of locating and producing stored / preserved information. [20 marks]

## **Question THREE**

Catalogue and accession register are among the various components of acquisition and selection. State by outlining the deals / situation of the two in managing information items [20 marks]

## **Question FOUR**

Design an access policy in archives. [20 marks]

## **Question FIVE**

Protection of individual privacy is a factor considered in signing an access policy; explain in reference to personal infringement of one's right? [20 marks]