



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN ARCHIVES AND RECORDS MANAGENT

BAR 2210: ARRANGEMENT AND DESCRIPTION OF ARCHIVES

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.

Question ONE

- (i) Define the following:
 - (a) Documents [2 marks]
 - (b) Provenance [2 marks]
 - (c) Arrangement [2 marks]
 - (d) Description [2 marks]
 - (e) Records. [2 marks]
- (ii) Write short notes on the following:
 - (a) Principles of provenance. [5 marks]
 - (b) Principles of original order. [5 marks]

- (iii) There exist other alternative principles. Explain the 3 filing classification system in operation on offices. [10 marks]

Question TWO

- (i) What are public records / archives? [10 marks]
- (ii) Explain why they are to be boxed and labeled in a repository. [10 marks]

Question THREE

Finishing aids serve as an indicator. Explain them how numbering systems, descriptive lists, location guides and shelf list assist in this scenario. [20 marks]

Question FOUR

In the registry filing classification systems, show the structure of how numerical system is used in the classification. [20 marks]

Question FIVE

Catalogue is a finding aid in the library. Explain how it facilitates in tracing records in a library [20 marks]