



TECHNICAL UNIVERSITY OF MOMBASA

School of Humanities and Social Sciences

Social Sciences

UNIVERSITY EXAMINATION FOR:
BACHELOR OF INFORMATION SCIENCE
HIS 4418: ADVANCED ARCHIVES ADMINISTRATION

SERIES: MARCH 2025

TIME: 2 HOURS

DATE: 18MARCH 2025

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

- a) Discuss the role of an archivist in the social and economic development of a Nation. (10 Marks)
- b) Explain the key functions and activities of an archival institution. (10 Marks)
- c) Outline the key elements of the National Archives of Australia AS ISO 15489:2002. (10 Marks)

Question TWO

- a) Discuss the importance of conducting a records survey in records management (10 Marks)
- b) Discuss the need for and importance of effective records and document management. (10 Marks)

Question THREE

- a) Explain the importance of developing records management policies and procedures. (10 Marks)
- b) Explain key principles commonly found in codes of ethics adopted by records and archives professionals worldwide. (10 Marks)

Question FOUR

- a) Explain the offenses and penalties related to public entities' obligations under the Access to Information Act 2016. (10 Marks)
- b) Explain the concept of the records life cycle in records management. (10 Marks)

Question FIVE

- a) Explain the best-practice framework for managing electronic records. (10 Marks)
- b) Discuss the principles of good records management. (10 Marks)