



## TECHNICAL UNIVERSITY OF MOMBASA

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School of Humanities and Social Sciences

Social Sciences

### UNIVERSITY EXAMINATION FOR:

BACHELOR OF INFORMATION SCIENCE

HIS 4418: ADVANCED ARCHIVES ADMINISTRATION

**SERIES:** APRIL 2025

**TIME:** 2 HOURS

**DATE:** 18Apr 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.**

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### Question ONE

- Discuss at least Five key areas that an archives storage policy should cover (10 Marks)
- Discuss the importance of conducting a records appraisal in records administration. (10 Marks)
- Explain the role of finding aids in archival management and how they enhance information retrieval. (10 Marks)

### Question TWO

- Highlight the challenges faced by archival institutions in the 21st century and suggest possible solutions to improve archives management. (10 Marks)
- With relevant examples, discuss the ethical considerations in archives administration, focusing on issues such as access, privacy, and confidentiality. (10 Marks)

### Question THREE

- Describe the functions of a national archival institution and how it contributes to the preservation of a country's heritage. (10 Marks)
- Explain the process of archival acquisition and the criteria used to determine the value of records for permanent preservation. (10 Marks)

### Question FOUR

- Critically assess the importance of digitization in modern archives and discuss the challenges associated with digital preservation. (10 Marks)
- Outline the main features of a records Continuum theory (10 Marks)

### Question FIVE

- Explain the difference between active records, semi-active records, and inactive records in the records lifecycle. (10 Marks)
- Discuss the impact of digital technology on archival administration (10 Marks)