



# Technical University of Mombasa

*Faculty of Business and Social Studies*

## DEPARTMENT OF LIBERAL STUDIES AND COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE  
(DIS, Jan 13)

**BLR 2303 : SELECTION ACQUISITION AND ARCHIVAL RECORDS**

SUPPLEMENTARY/SPECIAL EXAMINATIONS

**SERIES:** OCTOBER, 2013

**TIME:** 2 HOURS

### **INSTRUCTIONS TO CANDIDATES:**

-This paper consists of **TWO** sections

-Section **A** is **COMPULSORY**.

Answer any **TWO** questions in section **B**

-This paper consists of **2 printed** pages

## **SECTION A : COMPULSORY (30 marks)**

### **QUESTION ONE**

a) Define the following terms and phrases **(15 marks)**

- (i) Finding Aid
- (ii) Catalogue card
- (iii) Accessioning
- (iv) Provenance
- (v) Original order

b) Explain the **FIVE** levels of records acquisition. **(15 marks)**

## **SECTION B: Answer any TWO questions**

### **QUESTION TWO**

a) Explain the main sources of acquiring records into an Archive. **(10 marks)**

b) Highlight records appraisal criteria before accepting any material into an Archive. **(10 marks)**

### **QUESTION THREE**

a) Explain the meaning of records De-accessing **(10 marks)**

b) Discuss the principles of records arrangement. **(10 marks)**

### **QUESTION FOUR**

a) Highlight the main features of records accession register. **(10 marks)**

b) List the **SEVEN** ISAD (G) essentials for records descriptive information. **(10 marks)**

### **QUESTION FIVE**

a) State the importance of Archives Finding Aids. **(10 marks)**

b) Discuss the **TWO** categories of records Finding Aids. **(10 marks)**