



# Technical University of Mombasa

*Faculty of Business & Social Studies*

## DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN LIBRARY SCIENCE  
(DIS JAN 12)

### BAR 2306: RECORDS MANAGEMENT

### SPECIAL/SUPPLEMENTARY EXAMINATIONS

**SERIES:** JUNE 2013

**TIME:** 2 HOURS

### **INSTRUCTIONS TO CANDIDATES:**

-Answer Questions **ONE** and any other **TWO**  
This paper consists of **2** printed pages

### QUESTION ONE (COMPUSORY)

- (a) Write short notes on:-
- i) Archive (5 marks)
  - ii) Oral records (5 marks)
- (b) Write short notes on the following:-
- i) Record Management Policy (5 marks)
  - ii) Records Legislation (5 marks)
- (c) Discuss the challenges faced by Records Management when using converted building as records centres. (10 marks)

### QUESTION TWO

Design a record preservation policy and explain how it could be implemented in a given record centre. (20 marks)

### QUESTION THREE

Briefly explain in no more than two lines what each of the following categories of records means:- (20 marks)

- i) Vital records
- ii) Important record
- iii) Useful records
- iv) Non-essential records

### QUESTION FOUR

- (a) Explain the factors that led to Records Management. (10 marks)
- (b) Discuss the importance and uses of archives (10 marks)

### QUESTION FIVE

Write short notes on the followings:-

- i) Principle of Provenance
- ii) Principle of Original Order
- iii) Respect des fonds
- iv) Registry (20 marks)