



Technical University of Mombasa

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN INFORMATION SCIENCE
(DIS)

BLR 2206 : ARCHIVAL STUDIES

SPECIAL/SUPPLEMENTARY EXAMINATIONS
SERIES: OCTOBER, 2013
TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES:

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

QUESTION ONE (COMPULSORY)

- a) Describe briefly the importance of Archivies **(5 marks)**
- b) Name and write few notes on **FIVE** physical types of Archivies. **(5 marks)**
- c) What is the importance of records presentation in Archivies. **(5 marks)**
- d) Name **FIVE** uniform elements of design and equipment needed to ensure protection of record in Archivies. **(5 marks)**
- e) List the types of records to be found in Archivies. **(5 marks)**
- f) Describe giving examples what government Archivies are **(5 marks)**

QUESTION TWO

- a) What is records management and what are the phases of a records life cycle **(10 marks)**
- b) Describe giving examples the difference between official and unofficial records. **(10 marks)**

QUESTION THREE

- a) What is information and what are its uses? **(10 marks)**
- b) Name and describe elements of an information cycle. **(10 marks)**

QUESTION FOUR

- a) What is information and what are its sources. **(10 marks)**
- b) List and describe **FIVE** rules of filing **(10 marks)**

QUESTION FIVE

Briefly describe and explain the importance of the following in records management

- (i) Records survey **(10 marks)**
- (ii) Records inventory **(10)**