



Technical University of Mombasa

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

DIPLOMA IN LIBRARY SCIENCE
(DIS JAN 12)

BAR 2303: RECORDS APPRAISAL AND RETENTION SCHEDULING

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: JUNE 2013

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

-Answer Question **ONE (COMPULSORY)** and any other **TWO** questions

This paper consists of **2 printed** pages

QUESTION ONE (COMPULSORY)

- a) (i) What are the main objectives in Record Appraisal? **(5 marks)**
(ii) Draw up a records schedule program. **(5 marks)**

- b) (i) Explain the rationale for appraisal **(5 marks)**
(ii) Discuss the qualities of an Appraiser? **(5 marks)**

- c) Discuss the legal implications of records disposal highlighting the methods of disposal. **(10 marks)**

QUESTION TWO

- a) (i) State the role of a retention schedule **(5 marks)**
(ii) Discuss the benefits of a retention schedule? **(5 marks)**

- b) (i) Features of a record retention schedule **(5 marks)**
(ii) What is a record retentions schedule? **(5 marks)**

QUESTION THREE

Conducting Records appraisal requires proper organization before the actual process begins. This process can be started by categorizing the records in various phases. Name and explain those phases. **(20 marks)**

QUESTION FOUR

- (i) What are the purposes of appraisal? **(5 marks)**
- (ii) List the requirements of doing appraisal **(5 marks)**
- (iii) Come up with the procedures of who will be require to perform the appraisal. **(5 marks)**
- (iv) Explain the records of Financial Accountability. **(5 marks)**

QUESTION FIVE

Write brief notes on the following:-

- (i) Records Appraisal
- (ii) Description and documentation
- (iii) Access
- (iv) Accessioning and Processing. **(5 marks)**