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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 124**

**COURSE TITLE: ARCHIVES MANAGEMENT I**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 23/08/2021 TIME: 09.00-11.00 AM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Explain the basic archival principles and highlight the challenges that archivists face when trying to apply them (15 marks)
2. Discuss any five of the core functions of an archival institution or department (15 marks)

**QUESTION TWO (20MARKS)**

1. Briefly describe the administrative services offered by archivista and records managers (6 marks)
2. Draw and fill in the following table with appropriate details that will help to distinguish the differences between registries, records centres, archives, libraries and museums. (14 marks)

|  |  |
| --- | --- |
| Type of records they handle | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Arrangement of materials | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Who uses materials | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Information retrieval | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Usage area | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Objective | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |
| Purpose of use | |
| * Registry |  |
| * Records Centres |  |
| * Archives |  |
| * Libraries |  |
| * Museums |  |

**QUESTION THREE (20MARKS)**

As a new employee who has been hired to revamp the operations of archives department, discuss the strategies that you would employ to promote the use of your archival materials

**QUESTION FOUR (20MARKS)**

Using relevant examples, highlight the levels of arrangement that are used to organize records and archival materials and explain their meaning and significance to archival work

**QUESTION FIVE (20 MARKS)**

As the Chief records officer, you have been invited by your management to participate in hiring an archivist for your organization. Please discuss the skills that you would require the prospective candidates to have in order to be hired