****

**GARISSA UNIVERSITY**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES**

**B.Sc IN INFORMATION SCIENCES YEAR 1(ONE )**

**REGULAR UNIVERSITY EXAMINATIONS 2018/2019**

 **INS 451: ARCHIVES MANAGEMENT II**

**TIME 2HOURS**

**EXAM DRAFT**

**INSTRUCTIONS**

1. **Do not write anything on this question paper**
2. **Answer question one and any other two questions**

**QUESTION ONE**

1. Discuss any five roles of archives in the society (15marks)
2. Using examples explain how archives are utilized in research development (15marks)

**QUESTION TWO**

1. Explain any four key functions of an archivist distinct from a record manager (8Marks)
2. What are some of the challenges facing archives management in Kenya? (12 Marks)

**QUESTION THREE**

Discuss any five archive’s policies and legislation applicable in management of archives in Kenya (20Marks)

**QUESTION FOUR**

1. Explain the composition of an archive Management programme in the context of Kenya (10Marks)
2. Discuss the procedures followed to establishment of archives (10Marks)

**QUESTION FIVE**

1. What do you understand by the concept of standards and best practices in archives Management? (10 Marks)
2. Explain relevance of ICT in archives management (8Marks)
3. Explain any two -software used in Archives management (2Marks)