

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF
SCIENCE IN INFORMATION SCIENCE**

BSIS 211: INTRODUCTION TO ARCHIVES MANAGEMENT

STREAMS: BSC (IS)

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 14/07/2021

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS:

- **Do not write anything on this question paper.**
- **Attempt question ONE and any other TWO questions**

Question One (30 marks)

- (a) Explain the role of archives in the society. (10 marks)
- (b) Discuss five security measures to put in place in an archival repository. (10 marks)
- (c) Describe the archival principle of provenance. (10 marks)

Question Two (20 marks)

- (a) Explain the importance of accessioning archival materials. (10 marks)
- (b) Highlight five findings aids in an archival repository. (10 marks)

Question Three (20 marks)

- (a) Archival materials are unique in nature. Explain (10 marks)
- (b) Highlight five hazards to archival materials. (10 marks)

Question Four (20 marks)

- (a) Explain the role of access policy in an archival repository. (10 marks)
- (b) Describe five functions carried out in an archival repository. (10 marks)

Question Five (20 marks)

- (a) Discuss five factors to consider when purchasing tools for use in the archival repository. (10 marks)
- (b) Explain five sources of archival information materials. (10 marks)
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