

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

BSIS 211: INTRODUCTION TO ARCHIVES MANAGEMENT

STREAMS:BSIS

TIME: 2 HOURS

DAY/DATE: TUESDAY 10/04/2018

11.30 A.M - 1.30 P.M

INSTRUCTION:

- **This examination paper has five questions**
- **Candidates are required to attempt question 1 and any other two questions**
- **No reference material of any kind should be carried into the examination room**
- **Do not write anything on the question paper**
- **Start every question on a fresh page**

1. (a) Explain the meaning of the following concepts used in Archives. [10marks]

(i) Custodian

(ii) Confidentiality

(iii) Data protection

(iv) Finding aid

(v) Fonds

(b) All archives, be they large institutional archives or small community based collecting groups should have a policy. Discuss the issues that are addressed by policy for an archive. [10marks]

(c) Discuss important design issues for archives and records storage building that should be considered. [10marks]

2. (a) Water will cause major damage to archives. How can destruction of archival materials by water be avoided. [10marks]
- (b) Discuss the principles of provenance and original order used in documentation of archival materials. [10marks]
3. (a) Examine the reasons the principle of provenance has gained acceptance in the archival profession. [10marks]
- (b) Fire prevention is the first line of defense in preventing destruction or irreversible damage to archives. Explain the strategies that should be used to prevent fires from starting in the archives. [10marks]
4. (a) Shelving in archives is important in the storage of archival materials. Describe the shelves used in archives. [10marks]
- (b) Discuss the guidelines that should be followed while supervising safe access of archival materials. [10marks]
5. (a) In the organization of archival materials catalogues are used. Evaluate cataloguing of archival materials in archives. [10marks]
- (b) Discuss the processing activities in archives, which are necessary in order to provide access of archival materials. [10marks]
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