

**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 17/04/2024**

**8.30 A.M. – 10.30 A.M.**

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**INSTRUCTION**

- **This examination paper has (FIVE) 5 questions**
- **Candidate are required to attempt question one and any other two questions]**
- **No reference materials OF ANY KIND should be carried into the examination room.**
- **Do not write on this question paper**

**Question one (30 marks)**

- a) You have recently been appointed as the chief XYZ. During your induction process, you noted non-existence of access guidelines to archival materials. Design an access policy of your institution that will remedy the existing gap. (10 marks)
- b) Distinguish between a guide and an institutional inventory. (10 marks)
- c) Describe accessioning as a process of archival management. (10 marks)

**Question two (20 marks)**

- a) Analyze the role of archival personnel. (10 marks)
- b) Evaluate TWO principles that must be applied during archival arrangements. (10 marks)

**Question three (20 marks)**

- a) Illustrate the distinct characteristics of archives. (10 marks)
- b) Discuss FIVE objectives of archival description. (10 marks)

**Question four (20 marks)**

- a) Analyse FIVE standards of an ideal archival building. (10 marks)
- b) Evaluate FIVE techniques of creating awareness about archival institutions in the society. (10 marks)

**Question five (20 marks)**

- a) Describe the nature of corporate archives. (10 marks)
  - b) Analyze the secondary value of archival materials. (10 marks)
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