



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

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JANUARY – APRIL 2022

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

LIS 110: INTRODUCTION TO ARCHIVAL METHODS

Date: APRIL 2022	Duration: 2 Hours
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INSTRUCTIONS: Answer Question ONE and any TWO Questions	
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Q1 a) Explain the importance of International standards for Archival Description -ISAD (G) (6

Marks)

- b) Demonstrate the importance of “Records Disposal Act” chapter 14 of Kenya (12 marks)
- c) The Records disposal acts chapter 14 provides for a certificate of destruction, Explain why it is important to issue the certificate (6 Marks)
- d) Explain the various types of disasters that may affect archival materials if not properly managed. (6Marks)

Q2 a) Explain the following information standards

- i. Data structure standards (2 Marks)
- ii. Data content standards (2 Marks)
- iii. Data Value standards (2 Marks)
- b) Using relevant examples, explain the various levels of arrangement of archival materials (14Marks)

Q3. a) Explain the major components of an Encoded Archival Description (EAD) standards
(6 Marks)

b) Discuss various services offered in a search room in an archive (6 marks)

c) State and explain any FOUR types of series arrangement (8 Marks)

Q4 a) Discuss the two principles of archival arrangement (10 Marks)

b) There are various problems facing development of archival institutions in Africa.
Discuss (10 marks)

Q5) Discuss the importance of the “Public and Documentation service Act (2015)” in the
management of archives in Kenya (20Marks)

END