



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

**A. M. E. C. E. A**

**MAIN EXAMINATION**

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**AUGUST - DECEMBER 2015 TRIMESTER**

**FACULTY OF SCIENCE**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**ODEL PROGRAMME**

**DARM 102: PRINCIPLES OF ARCHIVES MANAGEMENT**

**Date: DECEMBER 2015**

**Duration: 2 Hours**

**INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions**

- Q1. a) Outline FIVE important reasons for the existence of archival and records centers. **(10 marks)**
- b) Explain FOUR skills for archives staff. **(8 marks)**
- c) Outline the TWO principles of archival arrangement and description. **(4 marks)**
- d) Outline FOUR factors to determine the location of an archive. **(4 marks)**
- e) List EIGHT that are necessary in an archives. **(4 marks)**
- Q2. a) Explain the functions of the Kenya National and Documentation services. **(10 marks)**
- b) Explain the levels of records management in an archive.
- Q3. a) Discuss the problems facing the smoothing running of an archive in Kenya. **(15 marks)**
- b) Outline FIVE types of records in an archive. **(5 marks)**

- Q4. a) Explain the principles of effective appraisal. **(12 marks)**
- b) Outline FOUR posts that would be in a typical archives staffing structure. **(8 marks)**

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