



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

MAY – JULY 2015 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

DARM 100: INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT

Date: JULY 2015

Duration: 2 Hours

INSTRUCTIONS: Question ONE is COMPULSORY and ANY OTHER TWO Questions

- Q1. a) Define the following terminologies
- i Records.
 - ii Records management.
 - iii Archives.
 - iv Records appraisal.
 - v Disposition.
 - vi Provenance. **(6 marks)**
- b) Citing examples, explain the benefits of records management. **(12 marks)**
- c) Explain SIX reasons why in many public and private organizations records management is often neglected. **(12 marks)**
- Q2. a) Discuss the FIVE principles of good records management. **(10 marks)**
- b) Discuss what you consider to be the core functions of record management process (record management cycle.) **(10 marks)**

- Q3. a) Discuss FOUR core functions (stages) in archives management. **(8 marks)**
- b) Explain THREE guiding principles organizing and keeping archives. **(6 marks)**
- c) Identify SIX characteristics of records. **(6 marks)**
- Q4. a) Briefly explain your understanding of integrated archives and records management. **(2 marks)**
- b) Records keeping deteriorates so gradually that it often goes unnoticed. "Identify EIGHT factors that may indicate that records keeping in an organization is failing. **(8 marks)**
- c) What should you consider to be the goals of integrated records and archives management process. **(10 marks)**

END