



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

MAIN EXAMINATION

JANUARY – APRIL 2019 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

DARM 100: INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT

Date: APRIL 2019

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions

- Q1. i) Using a suitable diagram describe the life cycle of a business record
(10Marks)
- ii) Explain the meaning of each of the following terms as used in records management
- a) Transfer list **(1 Mark)**
 - b) Archives **(1 Mark)**
 - c) Disposal schedule **(1 Mark)**
 - d) Records survey **(1 Mark)**
- iii) Explain FOUR ways in which man's activities in libraries has contributed to destruction and loss of information materials **(4Marks)**
- iv) Briefly explain why archives are important in an organization **(6Marks)**
- v) Define the principles of:
- a) Respect des Fonds **(3Marks)**
 - b) Original order **(3Marks)**
- iv) Giving examples, explain the importance of records management in an organization **(6Marks)**
- Q2. i) Highlight FIVE reasons for establishing a record center in an organization **(5Marks)**

- ii) Give the difference between archival and library materials **(10 Marks)**
 - iii) Explain the difference between a record retention schedule and a record disposal schedule **(5Marks)**
- Q3.
- i) Explain the characteristics of an effective record keeping system **(8Marks)**
 - ii) There are different types of records available in record centers in government departments, giving relevant examples where applicable explain THREE types of records available in a record center according to their state of compilation **(6Marks)**
 - iii) Explain how the following environmental agents of deterioration can be controlled in an information center
 - a) Relative humidity **(3Marks)**
 - b) Light **(3Marks)**
- Q4.
- i) Define Records appraisal **(1 Mark)**
 - ii) State the importance of records appraisal **(4 Marks)**
 - iii) Discuss the major risks associated with archival storage and preservation **(5Marks)**
 - iv) Give the difference between registries and record centers **(4 Marks)**
 - v) What factors should be considered in selecting an appropriate filing classification system **(6marks)**
- Q5.
- i) Distinguish among the values a record may have **(4Marks)**
 - ii) Define a centralized registry **(2Marks)**
 - iii) As a record manager in a manufacturing industry explain the advantages of a centralized records storage for your organization **(8 Marks)**
 - iv) Explain the concept of record series **(2Marks)**
 - v) Why is series a key level of archival management **(4Marks)**

END