



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS

DIPLOMA (RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY)

ISC052: ORGANIZATION OF ARCHIVAL RECORDS

ODEL III 2021 2022

DATE: _____ TIME: _____

INSTRUCTIONS

SECTION "A" COMPULSORY QUESTION

QUESTION ONE

- 1(a) Explain the various functions of sections of archives (10 marks)
(b) Discuss five uses of archives (10 marks)
(c) Explain various methods of acquiring archival materials (10 marks)

Section B: (Attempt ANY Two questions from this section - 40 Marks)

- 2 (a) State and explain five functions of archives (10 marks)
(b) Discuss in detail possible risks archive centers in Kenya are exposed to (10 marks)
- 3 (a) Highlight the historical development of archival institutions (10 marks)
(b) Briefly explain the criteria for measuring archive operations (10 marks)
- 4 (a) Explain five types of archival institutions (10 marks)
(b) Elaborate Code of ethics adopted by records and archives professionals (10 marks)
- 5 (a) There are various problems facing development of archival institutions. Discuss (10 marks)
(b) Explain various activities taking place in archive (20 marks)