



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND
INFORMATION SCIENCE AND BACHELOR OF RECORDS MANAGEMENT
AND INFORMATION TECHNOLOGY

ISC 420: ARRANGEMENT AND DESCRIPTION

2nd TRIMESTER 2021/2022

TIME: 2 HOURS

INSTRUCTIONS: Answer Question ONE and any other TWO Questions

1. (a) Assuming that you are the chief archivist at Kenya National Archives, design an archives access policy for the organization. (20 marks)
- (b) Describe any FIVE items in an Archives access policy document. (10 marks)
2. (a) As an Archivist, what are the key measures you would put in place to ensure control of access and use of archival material? (10 marks)
- (b) Distinguish between the principles of provenance and original order. (10 marks)
3. (a) Mention FIVE challenges likely to be encountered by archivists during arrangement of archival materials. (10 marks)
- (b) The archives profession has witnessed a variety of emerging trends. Discuss any FIVE future trends in Archives management. (10 marks)
4. a) Analyze any FIVE challenges posed by ICTs to administration of archives. (10 marks)
- b) Identify and explain the archival functions that can benefit from automation of the archive. (10 marks)
5. (a) Enumerate any FIVE factors that should be observed during construction of stack areas in an archive. (10 marks)
- (b) Explain FIVE search room services provided in an Archives. (10 marks)