



KENYATTA UNIVERSITY

EXAMINATION FOR DIPLOMA IN RECORDS MANAGEMENT

ISC 055: PRESERVATION OF RECORDS

2ND SEMESTER 2021/2022

TIME: 2 HOURS

INSTRUCTIONS: Answer question ONE and any other TWO

1.
 - a) State SIX components of machine made paper. (6 marks)
 - b) Outline SIX issues that should be addressed in a preservation policy (12 marks)
 - c) Using appropriate examples, explain the following concepts:
 - i) Preservation (4 marks)
 - ii) Conservation (4 marks)
 - iii) Restoration (4 marks)
2.
 - a) Explain FOUR inherent characteristics that cause deterioration of information material (12 marks)
 - b) Explain FOUR commonly used methods of treating records infested with fungi/micro organisms (12 marks)
3.
 - a) What is microfilming (2 marks)
 - b) Explain SIX disadvantages of microform record storage system. (18 marks)
4. Using appropriate examples explain FIVE preventive strategies and techniques that should be used in preservation of records. (20 marks)
5. Using appropriate examples, explain the various technological developments that have taken place in the preservation of archival records. (20 marks)