



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2010/2011

INSTITUTE OF OPEN LEARNING

**EXAMINATION FOR THE DEGREE OF MASTER OF SCIENCE (RECORDS AND
ARCHIVES ADMINISTRATION)**

MRA 503: RECORDS MANAGEMENT

DATE: THURSDAY 3RD FEBRUARY 2011 TIME: 9.00 A.M – 12 .00 NOON

INSTRUCTIONS: Answer ANY THREE questions.

1. What is the role of national archival institutions on the preservation of documentary heritage?
2. Why should an archival institution put a lot emphasis in the preparation pf funding aids?
3. Explain the role of Kenya National Archives and Documentation Service (KNADS) in the development of public records retention schedules.
4. Discuss the importance of systematic primary records appraisal in public offices.
5. What are the emerging threats on records retention in electronic environment?
