



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2009/2010

SECOND SEMESTER EXAMINATION FOR THE DEGREE OF MASTER OF
SCIENCE (RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION)

MRA 504: ARCHIVES MANAGEMENT, PRINCIPLES AND PRACTICES II

DATE: Friday, 9th April, 2010

TIME: 9.00 a.m. – 12.00 p.m.

INSTRUCTIONS:

Answer any **THREE** questions.

1. Explain the process of describing archives.
2. “In order to have a quality archives preservation plan, it is necessary to conduct a preservation survey first.” Discuss.
3. Explain the ideal infrastructure for providing reference services in an archival institution.
4. Justify the need for automating archives services.
5. Explain the significance of the various outreach programmes an archival institution may develop.