



# **GRETSA UNIVERSITY - THIKA**

## **UNIVERSITY EXAMINATIONS JANUARY - APRIL 2017 SEMESTER**

### **DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT**

**COURSE CODE: DIRM 013**

**COURSE TITLE: ARCHIVES MANAGEMENT**

**DATE: 3 APRIL 2017**

**TIME: 8.00 AM - 11.30 AM**

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#### **INSTRUCTIONS TO CANDIDATES**

1. QUESTION ONE IS **COMPULSORY**.
2. ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

**CAUTION:** All exam rooms are under CCTV surveillance during the examination period.

## **SECTION A (COMPULSORY)**

### **QUESTION ONE**

- 1a) what are public archives (2marks)
- 1b) Explain a records disposition schedule (8 marks)
- 1c) Differentiate between an archival center and a records center (10 marks)
- 1d) Describe the formats of digital records (10 marks)
- 1e) Differentiate between the electronic document records management system and the electronic records management system (10 marks)

## **SECTION B (ANSWER ANY THREE QUESTIONS)**

### **QUESTION TWO**

- 2a) Discuss the electronic records management cycle (10 marks)
- 2b) Explain the key factors to consider when constructing a records keeping system (10 marks)

### **QUESTION THREE**

- 3a) Discuss the primary areas a typical records and archival institution may be divided into (10 marks)
- 3b) Explain the professional codes of conduct expected of an archivist (10 marks)

### **QUESTION FOUR**

- 4a) Describe the procedures involved in preparing archival materials for transfer (10 marks)
- 4b) Explain five pieces of information contained in the accessions register (10 marks)

### **QUESTION FIVE**

- 5a) Name the rules or standards that should be followed when indexing archival Materials (4 marks)
- 5b) Explain the differences between physical arrangement and intellectual arrangement (6 marks)
- 5c) Highlight the basic duties of archival staff (10marks)