



GRE TSA UNIVERSITY - THIKA

**UNIVERSITY EXAMINATIONS
JANUARY – APRIL 2020 SEMESTER**

**DIPLOMA IN RECORDS AND INFORMATION
MANAGEMENT**

COURSE CODE: DIRM 013

**COURSE TITLE: PRESERVATION OF INFORMATION
MATERIALS**

DATE: 06 MAY 2021

TIME: 11:30 AM – 2:30 PM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: 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

- a) Assuming you are the records manager in your organization, explain how you would develop and implement a preservation program for information materials in your organization [15 Marks]
- b) As a records manager, describe how you would conduct a security assessment of information materials in your information center [15 Marks]
- c) Archives and record centers have a responsibility to preserve, conserve, and, if possible, restore their local materials. Describe the basic procedures of preserving archival materials [10 Marks]

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

- a) Discuss the effects of uncontrolled light on records and archival materials [10 Marks]
- b) Enumerate five advantages of digital Archiving [10 Marks]

QUESTION THREE

- a) Describe the basic housekeeping practices applied to preserve records with high acidity levels [10 Marks]
- b) Discuss any five positive impacts of social media on preservation of information materials [10 Marks]

QUESTION FOUR

- a) As a records manager and Archival Administrator, explain the strategies for controlling the effect of air pollution on information materials [10 Marks]
- b) Highlight any Five current trends in preservation of information materials in Archival centers [10 Marks]

QUESTION FIVE

- a) Explain the relevance of shelf stacks in the preservation of archival materials [10 Marks]
- b) Describe the basic procedure of caring and preserving audio-visual records [10 Marks]

QUESTION SIX

- a) Explain any five measures that institutions/ organizations can take to protect their information materials against mishandling [10 Marks]
- b) Discuss the relevance of humidity and temperature control in record centers [10 Marks]