



# **GRETSA UNIVERSITY - THIKA**

**UNIVERSITY EXAMINATIONS  
MAY – AUGUST 2023 SEMESTER**

**DIPLOMA IN RECORDS AND INFORMATION  
MANAGEMENT**

**COURSE CODE: DIRM 024**

**COURSE TITLE: ARCHIVES MANAGEMENT**

**DATE:**

**TIME:**

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**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) With the help of relevant examples, discuss the **five** functions of an Archive [10marks]
- b) List and briefly explain **five** key skills and competencies you will advocate for staff working in archives [10 marks]
- c) Explain why information literacy is important for archives and library users [10 marks]
- d) ICTs and related technologies are increasingly gaining prominence in their applications in records management. Discuss **Five** ways in which information communication technologies are applied in the records management function at archives [10 marks]

## **SECTION B: ANSWER ANY THREE QUESTIONS**

### **Question Two**

- a) List and briefly describe **five** key characteristics of archives [10 marks]
- b) Using **Five** examples, demonstrate how records and archives management functions both relate and differ from each other [10 marks]
- c)

### **Question three**

- a) Using relevant examples, discuss **Five** key emerging issues in records and archives management [10 Marks]
- b) Describe **two** principles of archives management [10 marks]

### **Question Four**

- a) Describe **Five** qualities of records showing how each is crucial in supporting the authenticity of the records to support business decisions and operations [10 marks]
- b) Describe **five** characteristics that must be present in both electronic and paper records [10 marks]

**Question five**

a) Discuss the importance of archives policy

[10 marks]

b) Explain **five** reasons why records need to be accessioned in archival centers [10 marks]

**Question six**

a) Discuss the importance of controlling light and temperature for archival records.

[10 marks]

b) Describe **two** standards applicable in managing archival records

[10 marks]