



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2018/2019 ACADEMIC YEAR

FOURTH YEAR FIRST SEMESTER

SCHOOL OF SCIENCE AND INFORMATION SCIENCES

BACHELOR OF SCIENCE IN INFORMATION

SCIENCES

COURSE CODE: INS 451

COURSE TITLE: ADVANCED ARCHIVES MANAGEMENT

DATE: 11TH DECEMBER, 2018

TIME: 0830 - 1030 HRS

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other two questions

SECTION A: COMPULSORY

QN1. Archives programmes in an institution are important activities that an archivist would like to carry out.

a) Discuss any five archival programmes in an institution. **(20 Marks)**

b) Explain why Survey of records is an important exercise to be carried out in an organization **(10 Marks)**

QN 2. Aside from adhering to archival standards, records professionals have an obligation to adhere to professional standards of practice.

a) Discuss at least 6 requirements outlined in the ICA code of ethics. **(12 Marks)**

b) Discuss the part 2 of the ISO 15489 on records management programme **(8 Marks)**

QN3. a) Discuss at least 6 main objectives of a Finding Aids in archival institution. **(12 Marks)**

b) Explain why Finding Aids is an important tool in the management of organizational records **(8 Marks)**

QN4. Records and Archives legislation is an essential components of wider legislation base of accountable and effective government.

a) Discuss an archives policy **(6 Marks)**

b) Benefit of archives policy **(8 Marks)**

c) Qualities of a good policy **(6 Marks)**

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