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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2019/2020 ACADEMIC YEAR FOUR**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 451**

**COURSE TITLE: ARCHIVES MANAGEMENTII**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 13/02/2020 TIME: 2.00-4.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Discuss the role of archives in the society **[12 marks]**
2. Explain the components of an archive management programme **[18 marks]**

**QUESTION TWO**

1. How has archives been used in research? **[5 marks]**
2. Discuss the policy and legislative framework for archive management in Kenya **[15 marks]**

**QUESTION THREE**

Explain the standards and best practices used in the management of archival materials in Kenya **[20 marks]**

**QUESTION FOUR**

1. Discuss the role of ICTs in archives management **[12 marks]**
2. Explain any four of the software used in archives management **[8 marks]**

**QUESTION FIVE**

1. Explain the concept of archival audit as used in management of archives **[6 marks]**
2. Discuss the factors considered in appraisal of archives **[6 marks]**
3. Explain the indicators used to measure performance in archives management **[8 marks]**